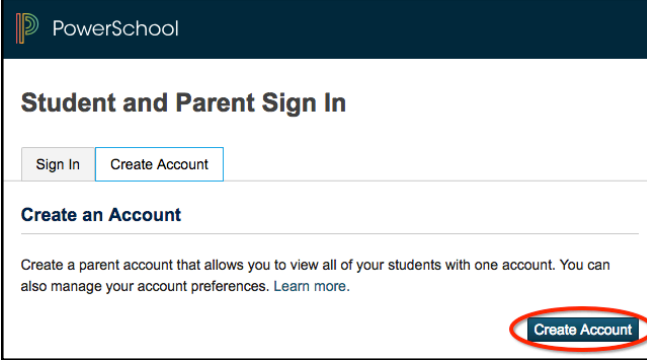


# Creating a PowerSchool Parent Account

**Step 1.** Open your web browser and go to the following URL: <https://psam.nccohio.org/public/> or navigate to [www.amherstk12.org](http://www.amherstk12.org) web page → click on the “Parents and Students” tab then → click on “PowerSchool Login”

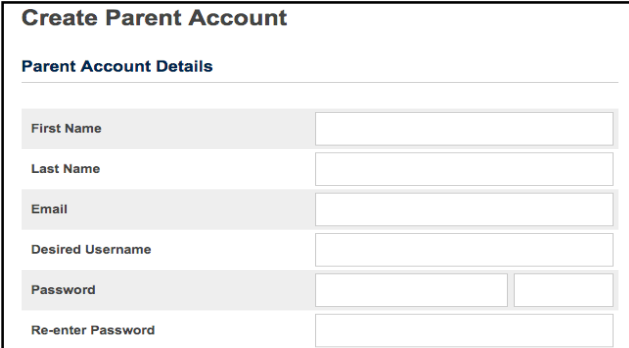
**Step 2.** Click “Create Account” in the lower right-hand-corner of the sign-in portal



The screenshot shows the PowerSchool login page. At the top, there is a dark blue header with the PowerSchool logo. Below the header, the page is titled "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these buttons, there is a section titled "Create an Account" with a brief description: "Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more." In the bottom right corner of this section, there is a "Create Account" button, which is circled in red in the original image.

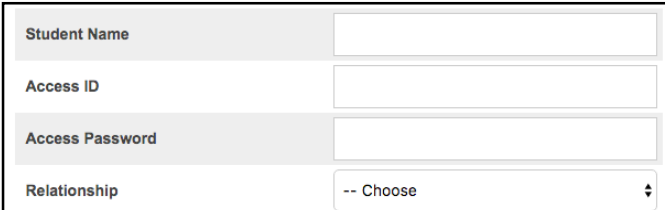
**Step 3.** “Create Parent Account” by filling out the required information. Passwords must be at least 7 characters long and contain:

- one uppercase and one lowercase letter
- at least one letter and one number
- at least one special character (such as \*&\$#.@)



The screenshot shows the "Create Parent Account" form. The form is titled "Create Parent Account" and has a sub-section "Parent Account Details". The form contains the following fields: "First Name", "Last Name", "Email", "Desired Username", "Password" (with a strength indicator), and "Re-enter Password".

**Step 4.** To link your child or multiple children to your Parent Account, you need: Student Name and Student’s Access ID and Password. If you don’t have those, please call your student’s building and they can provide them for you.



The screenshot shows a form for linking a child to the parent account. The form contains the following fields: "Student Name", "Access ID", "Access Password", and "Relationship" (a dropdown menu with "-- Choose" selected).

**Step 5.** Click “Enter” to create your Parent Account. You can return to <https://psam.nccohio.org/public/> at any time and login with your newly created username and password. You can also use the “PowerSchool Parent/Student Login” link on Amherst’s main web page.