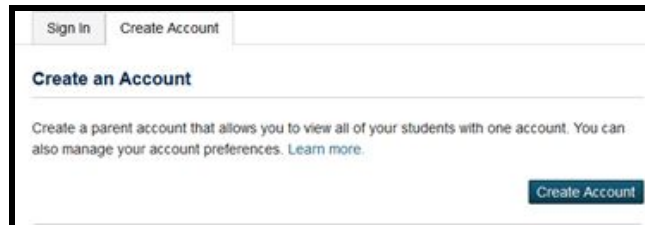


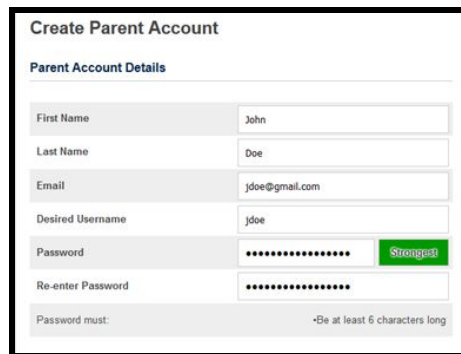
Instructions for Creating a New Account in PowerSchool Parent Portal

Please note that all accounts must be created on the web version of the Parent Portal. The app can be downloaded from the app store on your device and used after your account has been created. The district code for the mobile app is TDCT.

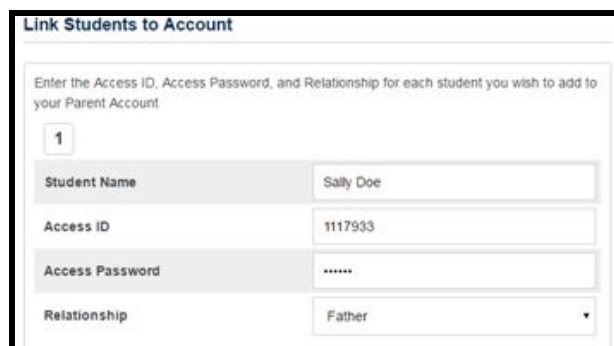
1. Go to brrsd.org to access the Parent Portal. The Portal can be accessed by clicking on Parents or navigating to your child's school and clicking PowerSchool under Parent Resources
2. Click on the Create Account tab and then select the Create Account button



3. Fill out all information under Parent Account Details. Please make sure you enter a valid email address, as this will be used for password recovery



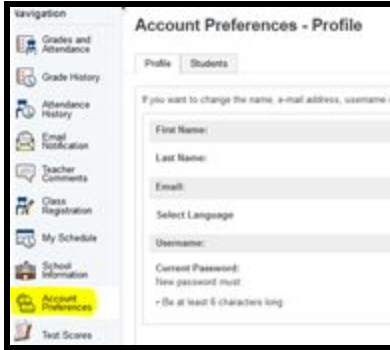
4. The information in the next section will allow you to link your student to your new account. The information entered here must match exactly to the information provided by the school.
 - a. Please use the Access ID and Access Password that are provided to you by the school to link a student to your account. Please note the password is case sensitive.
 - b. Choose your relationship to the student
 - c. Fill out this information for each student you would like to link to your account



5. Scroll down to the bottom of the page and click Enter. After your account has been created, you will receive the message "Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account."

Tips for Using the Parent Portal:

- If you forget your username or password, you must click on the **Having trouble signing in?** link on the login page. An email will be sent to the email address used when you created your account.
- You can change your password or associated email account by clicking on **Account Preferences** and selecting the **Profile** tab



- Email notifications can be configured by clicking on **Email Notification**. Additional email addresses can also be added to receive notifications
- You can add students to your account by clicking **Account Preferences** and selecting the **Students** tab
- Please note the school cannot recover a lost password. You must use the link on the login page. If you are still experiencing difficulty, please contact the main office at your child's school.