

# PowerSchool

## User Guide for Parents

### **Sacred Heart School**

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Bellevue, Wa 98004  
425-451-1773

# Understanding PowerSchool Parent Portal with Single Sign-On

*The Power of the application comes from understanding what it can do and how it can help you participate in your child's education.*

## Introduction

PowerSchool's Parent Portal is a tool integrated into the PowerSchool Student Information System (SIS) specifically developed for parents and students. Access to the Parent Portal uses the Single Sign-On feature. Parent Single Sign-On offers a number of benefits, including:

- access to multiple students with one login
- a personalized account for each parent and guardian
- the ability for parents/guardians to retrieve their own login information

## Let's Get Started

To get started, you must create your PowerSchool account and attach students. Note, if you previously had an account it will still work, and you just need to link to new students. Go to Account Preferences and select the Students tab. Click on Add

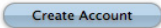
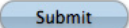
### Creating Your PowerSchool Parent Portal Account

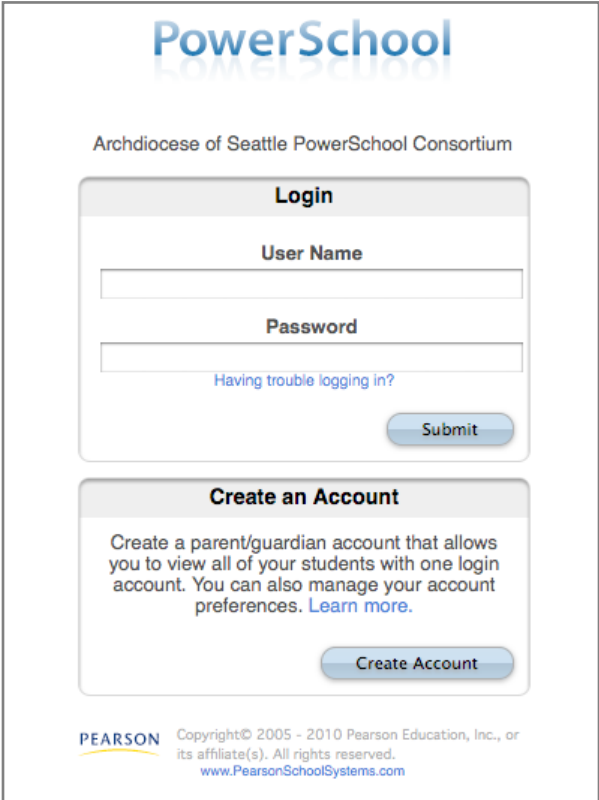
Before you can log in to PowerSchool Parent Portal, you will need to create your account and associate students to it. You will need a letter from the school with your student's Access ID and Access Password. This information is needed to attach a student to your account. If you do not have this information or have questions, contact Nancy Schoeggel at nschoeggel@sacredheart.org.

**NOTE: The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.**

1. Launch a web browser (Internet Explorer, Safari, or FireFox) and go to the PowerSchool Parent Portal URL:

<http://ps.sacredheart.org>

2. If this is your first time to this screen you must click  to setup your account and get started.
3. If you have already created an account enter your user name and password and click .
4. Creating an account requires 2 steps: creating the actual account and linking a student or students to the account



The screenshot shows the PowerSchool Parent Portal interface. At the top, the PowerSchool logo is displayed. Below it, the text "Archdiocese of Seattle PowerSchool Consortium" is visible. The interface is divided into two main sections: "Login" and "Create an Account".

The "Login" section contains a "User Name" input field, a "Password" input field, a "Having trouble logging in?" link, and a "Submit" button.

The "Create an Account" section contains a paragraph of text: "Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)" and a "Create Account" button.

At the bottom of the page, the Pearson logo is displayed along with the copyright information: "Copyright © 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. [www.PearsonSchoolSystems.com](http://www.PearsonSchoolSystems.com)"

### Step 1 - Create Account

Enter the following Guardian Information:

- First Name
- Last Name
- Unique Email account
- Unique login name (if not unique, you will be prompted for a different login name). Please note, your username must not contain the @ symbol.
- Password (entered twice, minimum of 6 characters)

### Step 2 - Link Students

You must know the student's first and last name, access ID and access Password to link them.

Enter the following to make the link:

- Student's name (First and Last)
- Access ID
- Access Password
- Your relationship (select from the drop down list)

Once all information is entered click

#### Create Parent/Guardian Account

First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Email	<input type="text"/>	
Desired User Name	<input type="text"/>	
Password	<input type="password"/>	<input type="password"/>
Re-enter Password	<input type="password"/>	

#### Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

Student Name	Access ID	Access Password	Relationship
1.	<input type="text"/>	<input type="password"/>	-- Choose
2.	<input type="text"/>	<input type="password"/>	-- Choose
3.	<input type="text"/>	<input type="password"/>	-- Choose
4.	<input type="text"/>	<input type="password"/>	-- Choose
5.	<input type="text"/>	<input type="password"/>	-- Choose
6.	<input type="text"/>	<input type="password"/>	-- Choose
7.	<input type="text"/>	<input type="password"/>	-- Choose

When your account is successfully created you will see the login page with this message:


Use the user name and password you entered in the previous step to login to the parent portal.

**Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.**

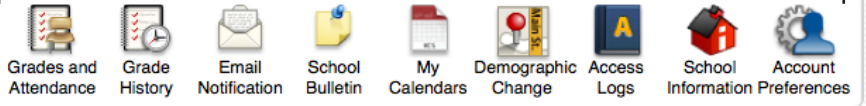
## Navigation Bar

The navigation bar appears at the top of the PowerSchool Parent Portal start page, and is common to every page in the application.

**PowerSchool Logo**  
Click to return to the start page




**Main Menu**  
Contains links to PowerSchool Parent Portal functions. For more information, see below.



**Student** – Select between students by clicking on name

**Printer Icon**

**Last Login Information** – Security feature to detect unauthorized logins.












**Logout** – Click to log out of PowerSchool Parent Portal.

In the navigation bar, under the main menu is a printer icon. Click this icon to print the current page for your records.

## Main Menu

The main menu consists of several icons within the navigation bar and includes links to the following features:

FIELD	DESCRIPTION
 Grades and Attendance	Click to view student grades and attendance for the current term. For more information, see <a href="#">Grades and Attendance</a> .
 Grade History	Click to view student grades for the previous term. For more information, see <a href="#">Grades History</a> .
 Email Notification	Click to set the e-mail notifications you wish to receive on a regular basis. For more information, see <a href="#">Email Notifications</a> .
 School Bulletin	Click to view the School Bulletin. (currently, we are not using the feature) For more information, see <a href="#">School Bulletin</a> .
 My Calendars	Click to subscribe to assignments or assignments and grades through an iCal-compatible Calendar program. For more information, see <a href="#">My Calendars</a> .
 Demographic Change	In an effort to improve data accuracy, you may submit demographic updates using the parent portal. For more information, see <a href="#">Demographic Change</a> .
 Access Logs	See a list of parent and student logins for the current student. For more information, see <a href="#">Access Logs</a> .
 School Information	Click to view information about the schools. For more information, see <a href="#">School Information</a> .
 Account Preferences	Use this feature to update account information and add/delete student associations. For more information, see <a href="#">Account Preferences</a> .
	Additional options may be added as needed.

# Work with the Main Menu

Read this section to understand the basics of working with the main menu.

## Grades and Attendance

Use this page to view the grades and attendance for the student in the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

Snap-shot of last 2 weeks attendance. HomeRoom is the official record.

To view information for dropped classes, click **Show dropped classes also**

To send an email to the teacher, click the name of the teacher. **To use this function, your web browser must be properly configured.**

Grades and Attendance														Course	S1	Absences	Tardies	
Attendance By Class																		
Exp	Last Week							This Week										
	M	T	W	H	F	S	S	M	T	W	H	F	S	S				
1(A)		A	A							SR	SR				Criminal Justice Baldwin, D	B+ 89	3	2
Attendance Totals													3	2				

Current weighted GPA (S1):  
[Show dropped classes also](#)

To view grade detail, click a grade in the term column. The **Class Score Detail** page appears.

To view attendance dates click on the Absences or Tardies number for HomeRoom.

Class Score Detail				
Course	Teacher	Expression	Final Grade <sup>1</sup>	
Criminal Justice	Baldwin, D	1(A)	B+	89%

Teacher Comments: Heats lab/classroom work experiences.

Due Date	Category	Assignment	Score	%	Grd
06/26/2008	WB	WBWK6	100/100	100	A
06/26/2008	WB	WBWK7	80/100	80	B-
06/26/2008	WB	WBWK8	100/100	100	A
06/26/2008	WB	WBWK9	60/100	60	D-
06/27/2008	PRCJ	Assign 1	80/100	80	B-
06/27/2008	ATT	ATTWK1	100/100	100	A
06/27/2008	WB	WBWK1	100/100	100	A

Grades last updated on 7/30/2008

<sup>1</sup> - Score is exempt from final grade. <sup>2</sup> - Assignment is not included in final grade

<sup>3</sup> - This final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher.

### Dates of Attendance

Dates of all absences for Criminal Justice Exp. 1(A) (3333.1) for Sum 07:

- 1(A) - Wednesday, June 25, 2008 - A
- 1(A) - Tuesday, July 22, 2008 - A
- 1(A) - Wednesday, July 23, 2008 - A

### Dates of Attendance

Dates of all tardies for Criminal Justice Exp. 1(A) (3333.1) for Sum 07:

- 1(A) - Monday, July 7, 2008 - T
- 1(A) - Thursday, July 10, 2008 - T

## Grades History

Use this page to view trimester and year grades for the student for previous years (since using PowerSchool). As with the Grades and Attendance screen, clicking the grade in the % column will open the Class Score Detail Page.

## Email Notifications

If you wish to receive information about your student's grades, attendance, and assignment scores, use this page to set up you e-mail preferences. You can specify which information you would like to receive, how often you would like to receive the information, and additional email addresses. To change the email address connected to this account, go to the Account Preferences page.

### Email Notifications :

**What information would you like to receive?**

Summary of current grades and attendance

Detailed reports showing all assignment scores for each class

Detailed report of attendance

School announcements

Balance Alert (Note: Will only be sent when a student is low on funds.)

**How often?**

**Email Address**

**Additional Email Addresses**

(separate multiple email addresses with commas)

Apply these settings to all your students?

Send now for

## School Bulletin

School announcements will be posted here, such as upcoming events. Currently we are not using this capability, but we are looking into it.

## My Calendars

You can subscribe through an iCal-compatible Calendar program to assignments, or assignments and grades. Assignments and grades requires the Access ID and Access password you used to link to this student to sign in.

## Demographic Change

Use this page to update your demographic information for each student. You will be able to see the information currently on file with the school and only need to make changes where needed. Be sure to hit Submit once all changes have been entered.

### Demographic Update

	On file with the school	Please make your updates
Name (last,first MI)	DeBart, Steven	If you make changes, please use the suggested formats.
Address	8811 Horizon Ave N Seattle, WA 98122	<input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/>
Home Phone	206-262-7847	<input type="text"/> 000-000-0000
Father's Employer	ISPS	<input type="text"/>
Father's Home Phone	206-262-7847	<input type="text"/> 000-000-0000
Mailing Address	8811 Horizon Ave N Seattle, WA 98122	<input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/>
Mother's Day Phone	206-726-1721	<input type="text"/> 000-000-0000
Mother's Employer	ISPS	<input type="text"/>
Mother's Home Phone	206-262-7847	<input type="text"/> 000-000-0000

[Submit](#)


## Access Logs

This page will give a summary of parent and student access history, showing the date, time and duration of logins for the student and for each guardian account.

## School Information

Use this page to view basic school information, such as address, phone number, principal's email, attendance email.

## Account Preferences

Use this page to change account login information and add student associations. The page has two tabs, **Profile** and **Students**. Edit user name and password by clicking on the  icon on the Profile tab. To add additional students to this account, click the Students tab. You will need to know the student's first and last names, access ID and access password.

## Quit PowerSchool Parent Portal

When finished working in PowerSchool Parent Portal, it is important to log out of the application. You can log out of PowerSchool Parent Portal from any page by clicking [Logout](#) in the upper right of the screen.

**NOTE:** If you are not actively working in PowerSchool Parent Portal, your session may timeout. If so, you will need to log in again.