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 Schoeggl at nschoeggl@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
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

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

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

In an effort to improve data accuracy, you may submit demographic updates using the parent portal. For more information, see **Demographic Change**.

Use this feature to update account information and add/delete student associations. For more information, see **Account Preferences**.

Additional options may be added as needed.

<table>
<thead>
<tr>
<th><strong>FIELD</strong></th>
<th><strong>DESCRIPTION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades and Attendance</td>
<td>Click to view student grades and attendance for the current term. For more information, see <strong>Grades and Attendance</strong>.</td>
</tr>
<tr>
<td>Grade History</td>
<td>Click to view student grades for the previous term. For more information, see <strong>Grades History</strong>.</td>
</tr>
<tr>
<td>Email Notification</td>
<td>Click to set the e-mail notifications you wish to receive on a regular basis. For more information, see <strong>Email Notifications</strong>.</td>
</tr>
<tr>
<td>School Bulletin</td>
<td>Click to view the School Bulletin. (currently, we are not using the feature) For more information, see <strong>School Bulletin</strong>.</td>
</tr>
<tr>
<td>My Calendars</td>
<td>Click to subscribe to assignments or assignments and grades through an iCal-compatible Calendar program. For more information, see <strong>My Calendars</strong>.</td>
</tr>
<tr>
<td>Demographic Change</td>
<td>In an effort to improve data accuracy, you may submit demographic updates using the parent portal. For more information, see <strong>Demographic Change</strong>.</td>
</tr>
<tr>
<td>Access Logs</td>
<td>See a list of parent and student logins for the current student. For more information, see <strong>Access Logs</strong>.</td>
</tr>
<tr>
<td>School Information</td>
<td>Click to view information about the schools. For more information, see <strong>School Information</strong>.</td>
</tr>
</tbody>
</table>
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.

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

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

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 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 your 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.
**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**

<table>
<thead>
<tr>
<th>On file with the school</th>
<th>Please make your updates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (last, first Mn)</td>
<td>If you make changes, please use the suggested formats.</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Home Phone</td>
<td>000-000-0000</td>
</tr>
<tr>
<td>Father's Employer</td>
<td></td>
</tr>
<tr>
<td>Father's Home Phone</td>
<td>000-000-0000</td>
</tr>
<tr>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td>Mother's Day Phone</td>
<td>000-000-0000</td>
</tr>
<tr>
<td>Mother's Employer</td>
<td></td>
</tr>
<tr>
<td>Mother's Home Phone</td>
<td>000-000-0000</td>
</tr>
</tbody>
</table>

**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.