# INTRODUCTION TO THE PARENT PORTAL (POWERSCHOOL)



## Q: What is PowerSchool Parent Portal?

The Parent Portal is an all-in-one location for Student information.  You can track the following items for each child by clicking your child's name in the upper right corner, above Navigation menu and selecting from the list of items.

- Grades and Attendance (Current)
- Grade History
- Attendance History
- Notifications (sent to you via email or text)
- Class Registration
- Student's Current Class Schedule
- Bus Stop Information
- School Information
- Your Account Preferences
- Emergency Contact Information
- Student Directory
- School Messenger Notifications
- Forms & Links
  - iPad Responsibility Form
  - Etc…

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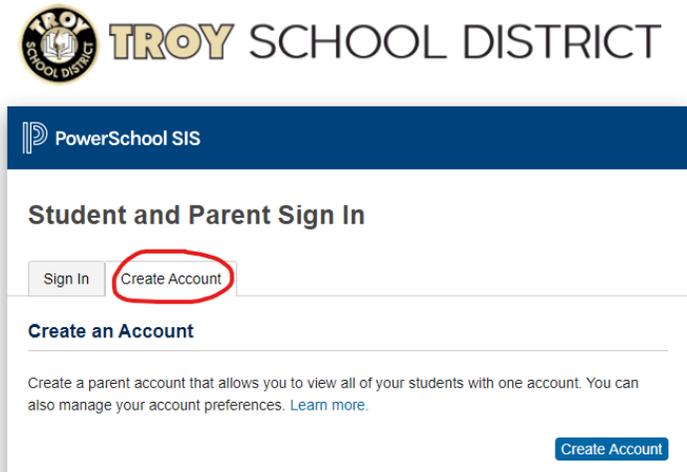**Q: How do I log into PowerSchool? How can I find my account information?**

You should have received an email from the Troy School District with the portal link and an Access ID for each child.

Create **one** Parent Portal account to view all your students:

- Go to the PowerSchool Web site at **https://ps.troy.k12.mi.us**
- Select the **Create Account** tab, and follow the instructions from there (not 'Sign In')
- Create your own **username** and **password**
- Fill in your **student's name**
- Fill in your **Parent/Guardian Access ID** and **Access Password** for this student.  These are provided in the Troy School District Email.
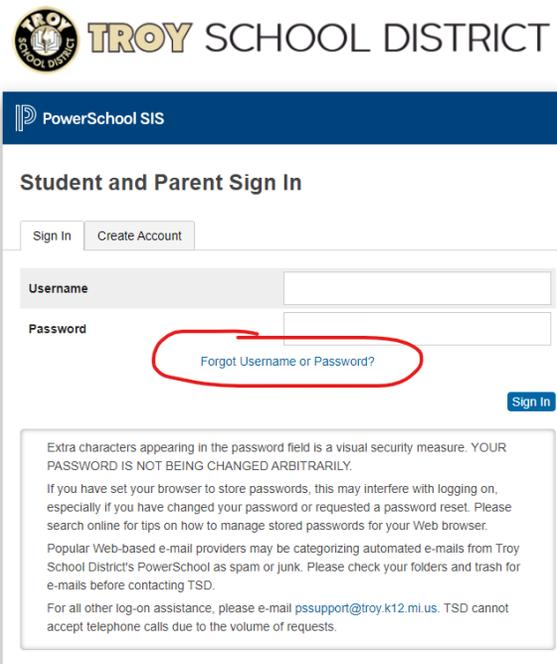  - Access ID: _____
  - Password: _____

- This code is for **ADD NAME** only.
- Select your relationship to the student.
- Click **Enter**

**Q: How do I reset my password?**

- Click the link **Forgot Username or Password**
- Enter the **username and email address for your account**, then click **Enter**
- You should receive the email as an email from your school. If you aren't seeing the email, check your Junk or Spam folder.
- Click on the **password reset link** in the email you receive.
- Enter a **new password**
- Log in to the website to verify the password has been successfully reset and is working.
- If you have questions or can not reset your password, please email Parent Portal at **pssupport@troy.k12.mi.us**