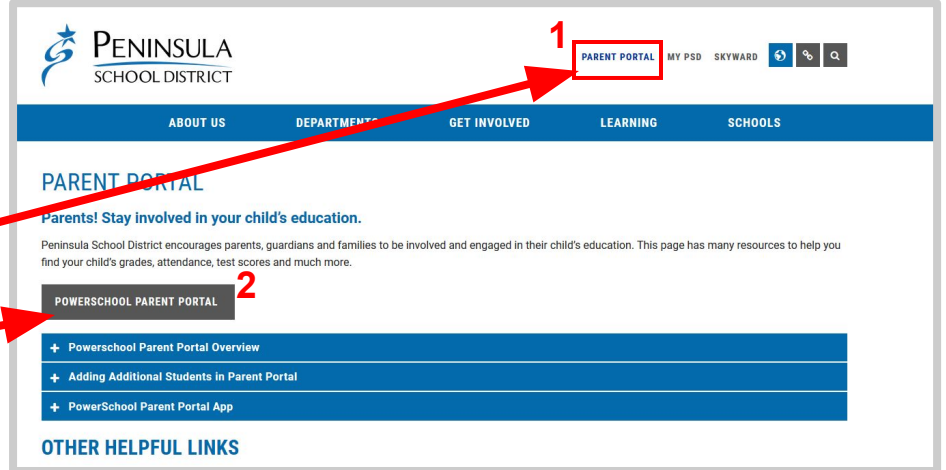


# Creating a PowerSchool Parent Portal Account

PowerSchool Parent Portal is a website that ties to our Student Information System, PowerSchool. Once a parent or guardian account is established, you will have access to up-to-date information on your student including attendance (K-12) and grades (6-12). *Contact your child's school office manager if you do not have a **Parent/Student Portal Access Letter**.*

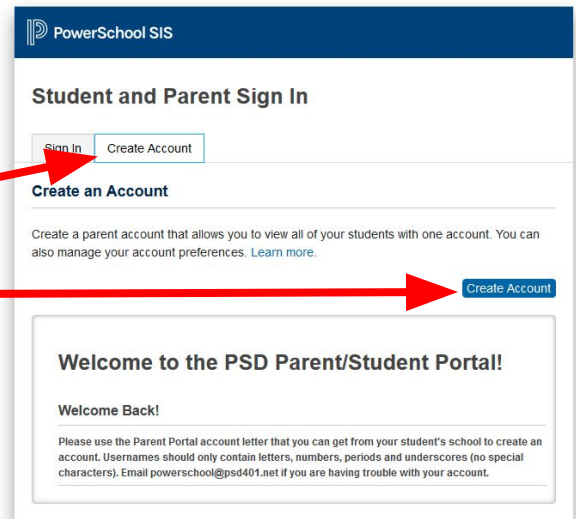
From the district web page, click on **PARENT PORTAL** up on the top right and then the **POWERSCHOOL Parent Portal** button



or go to:

**powerschool.psd401.net/public**

Click on the **Create an Account** tab, then the blue **Create Account** button.



The portal will ask you to enter your name, email, desired username, and a password (your password must be at least 8 characters long). This is the email that will be used for communication between you, the district, and your child's school.

Next, complete the "Link Students to Account" section. You will need to use your child(ren)'s Access ID and Access Password listed on the **Parent/Student Portal Access Letter**.

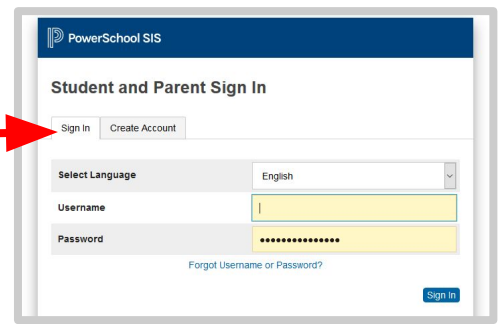
ID and password are case sensitive.

If you have **Parent/Student Portal Access Letters** for your other children, you may add them at this time.

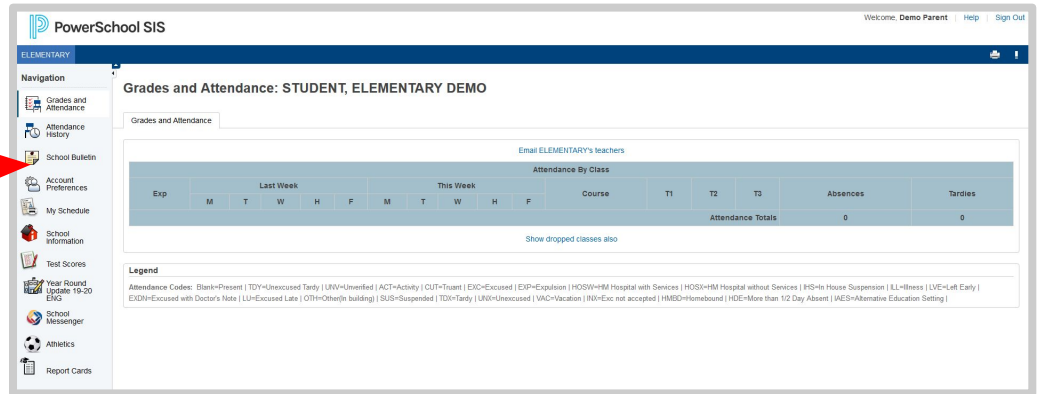
The screenshot shows the 'Create Parent Account' form. It has two main sections: 'Parent Account Details' and 'Link Students to Account'. The 'Parent Account Details' section includes fields for First Name (Demo), Last Name (Parent), Email (401DemoParent@gmail.com), Desired Username (DemoParent), Password (masked with dots), and Re-enter Password (masked with dots). A green 'Strongest' indicator is next to the password field. The 'Link Students to Account' section includes a dropdown for 'Relationship' (Mother) and a table for linking students. The table has columns for 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The first row shows 'Elementary Student', 'SAMPLESTU', and 'Mother'.

When completed, press the "**Enter**" button on the bottom left-hand corner of your current page.

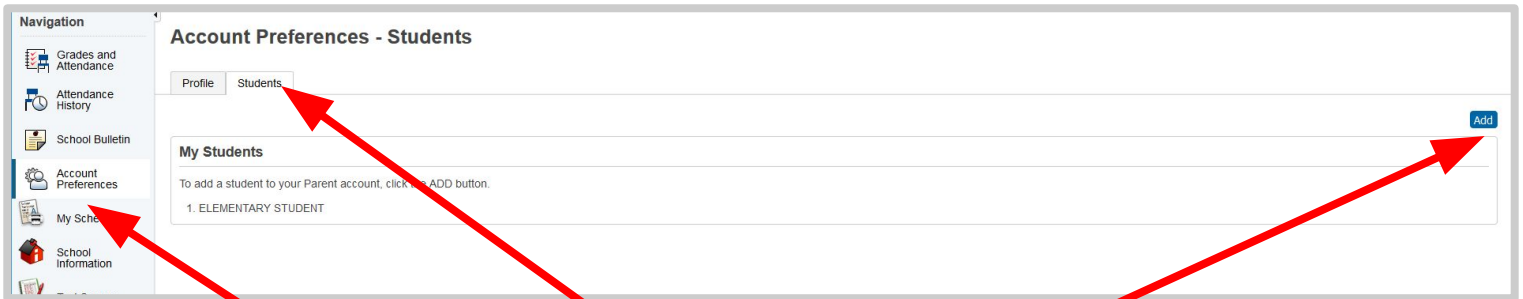
The next time you want to access your PowerSchool Parent Portal, click on the **Sign In** tab. Enter the username and password that you identified when you created the account (in the previous steps).



Once signed in, use the **Navigation Menu** to access the desired information.



If you have additional children to add to your account after the initial account has been created,



go to **Account Preferences**, select the **Student** tab and click on the **ADD** button on the right.

The **PowerSchool Mobile App** gives parents and students instant access to information they need to stay up-to-date on student grades, performance, and attendance right on mobile devices.

- Receive real-time push notifications with updates about scores and attendance.
- Receive email notifications for assignments, teacher comments, schedules, and fee transactions.
- Access all of your children in one portal
- View grades, assignments, attendance, GPA, and more
- Designed for iPhones/iOS, tablets, and Google/Android devices

Download the app from the [Apple App Store](#) or [Google Play for Android](#) devices.

When logging in to the PowerSchool Mobile App, you will need the District Code.

