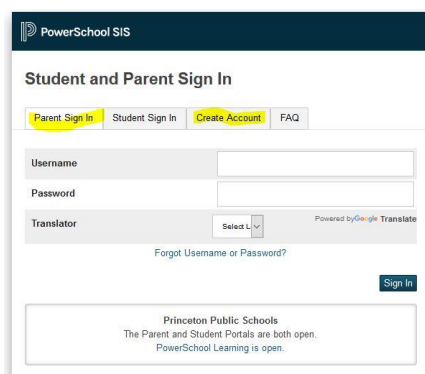# CREATING YOUR POWERSCHOOL LEARNING ACCOUNT

Please carefully review the information below regarding how to create your PowerSchool Learning account

1. You MUST have a Parent Portal account in order to create a PowerSchool Learning account.

   - If you already have a Parent Portal account you should continue using that account. Your login information remains the same from year-to-year. If you have an account but need to have the password reset, please send an email to PHD@princetonk12.org

   - If you **DO NOT HAVE** a Parent Portal account, please contact the Main Office of your building or send an email to PHD@princetonk12.org to obtain the required Access ID and instructions to create your account.
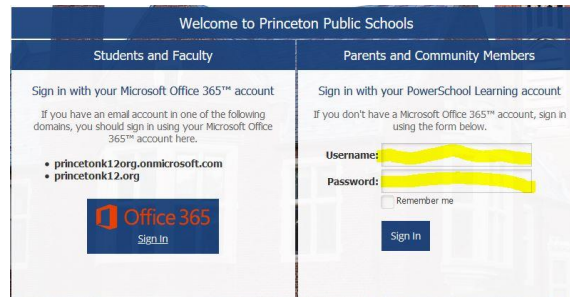

2. Once you have a Parent Portal account, your PowerSchool Learning account will be created automatically. *Please note:* It takes an overnight system process for your PowerSchool Learning account to be created so, you will have to wait until the next day.

3. To login to your PowerSchool Learning account for the first time, you MUST log into your Parent Portal account and use the link in the left menu bar on your Parent Portal homepage.

4. For your initial login to the PowerSchool Learning site you will enter the follow:
   - Username: enter the same username as your Parent Portal account
   - Temporary Password: *changeme*

The system will walk you through creating your new password and setting up your PowerSchool Learning account.

You may bookmark the PowerSchool Learning site log in page. You <u>do not</u> have to go through the Parent Portal access the PowerSchool Learning site for subsequent log-ins.

If you already have a PowerSchool Learning account but need assistance logging in, please send an email to PHD@princetonk12.org