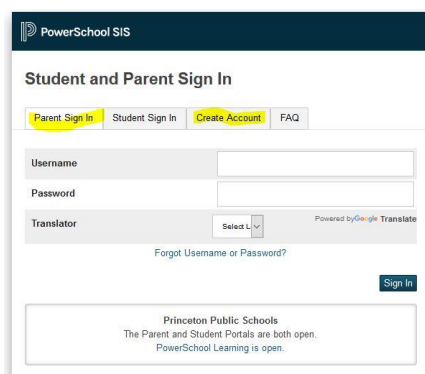


CREATING YOUR POWERSCHOOL LEARNING ACCOUNT

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.

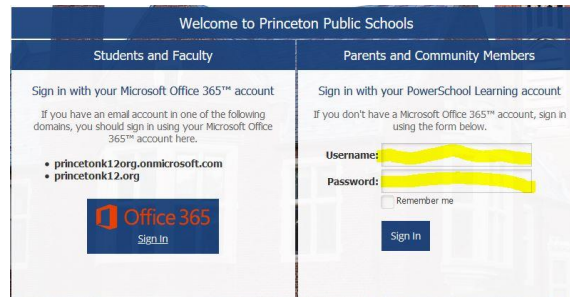


The screenshot shows the PowerSchool SIS login interface. At the top, it says "PowerSchool SIS" and "Student and Parent Sign In". There are four tabs: "Parent Sign In" (highlighted in yellow), "Student Sign In", "Create Account", and "FAQ". Below the tabs are input fields for "Username", "Password", and "Translator" (with a "Select L" dropdown). A "Forgot Username or Password?" link is present. A "Sign In" button is at the bottom right. At the bottom of the page, it says "Princeton Public Schools" and "The Parent and Student Portals are both open. PowerSchool Learning is open."


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*



Welcome to Princeton Public Schools

Students and Faculty	Parents and Community Members
<p>Sign in with your Microsoft Office 365™ account</p> <p>If you have an email account in one of the following domains, you should sign in using your Microsoft Office 365™ account here.</p> <ul style="list-style-type: none">• princeton12.org.onmicrosoft.com• princeton12.org <p></p>	<p>Sign in with your PowerSchool Learning account</p> <p>If you don't have a Microsoft Office 365™ account, sign in using the form below.</p> <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="checkbox"/> Remember me</p> <p><input type="button" value="Sign In"/></p>

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 do not 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