

How to Add a Student to Your Existing PowerSchool Parent Portal Account

This guide is for parents with an existing PowerSchool Parent Portal Account. If you have not yet created a PowerSchool Parent Portal Account, please contact your child's school for more information.



CICERO DISTRICT 99

A screenshot of the PowerSchool SIS "Student and Parent Sign In" page. The page has a blue header with the "PowerSchool SIS" logo. Below the header, there are two tabs: "Sign In" (selected) and "Create Account". There is a "Select Language" dropdown menu set to "English". Below that are input fields for "Username" and "Password". The "Username" field has red text prompts: "Enter Your Username" and "Entra tu Nombre Usuario". The "Password" field is masked with dots. A link "Forgot Username or Password?" is located below the password field. A blue "Sign In" button is highlighted with a red box. At the bottom of the page, there is a white box containing a notice about an early release day on May 20, with text in both English and Spanish.

1. Log into the Cicero School District 99 PowerSchool Parent Portal at www.cicd99.powerschool.com.
2. Enter your account username and password. Click 'Sign In.'



Cicero Public School District 99

www.cicd99.edu

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The screenshot shows the PowerSchool SIS Parent Portal interface. The top navigation bar includes the PowerSchool SIS logo, a welcome message for a parent, and links for Help and Sign Out. The main content area is titled 'Grades and Attendance: Student / Estudiante' and features a table for 'Attendance By Class'. The table has columns for 'Exp', 'Last Week', 'This Week', 'Course', 'Q1', 'Q2', 'Q3', 'Q4', 'Absences', and 'Tardies'. The left navigation bar includes sections for Alerting, Navigation, and Account Preferences. The 'Account Preferences' icon is highlighted with a red box.

Exp	Last Week				This Week				Course	Q1	Q2	Q3	Q4	Absences	Tardies	
	M	T	W	H	F	M	T	W								H
ART(M-F)	-	-	-	-	-	-	-	-	-	Art/				[1]	0	0
LA(M-F)	-	-	-	-	-	-	-	-	-	Lan				[1]	0	0
MAT(M-F)	-	-	-	-	-	-	-	-	-	Mat				[1]	0	0
PE(M-F)	-	-	-	-	-	-	-	-	-	Phy				[1]	0	0
RDG(M-F)	-	-	-	-	-	-	-	-	-	Rez				[1]	0	0
SCI(M-F)	-	-	-	-	-	-	-	-	-	Scif				[1]	0	0
SS(M-F)	-	-	-	-	-	-	-	-	-	Soc				[1]	0	0
HRA(M-F)	-	-	-	-	-	-	-	-	-	Hon	[1]	[1]	[1]	[1]	0	0
HRA(M-F)	-	-	-	-	-	-	-	-	-	Hon	[1]	[1]	[1]	[1]	0	0

3. In the left menu navigation bar, click on the 'Account Preferences' icon.

The screenshot shows the 'Account Preferences - Profile' window. The 'Profile' tab is selected, and the 'Students' sub-tab is highlighted with a red box. Below the tabs, there is a text box with instructions: 'If you want to change the e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username or password. To change your name, please contact the school administrator.' The form includes fields for 'First Name', 'Last Name', 'Account Email', 'Select Language' (set to 'Español'), 'Username', and 'Current Password'. A 'New password must:' section lists a requirement: 'Be at least 8 characters long'. 'Cancel' and 'Save' buttons are at the bottom right.

4. On the **Account Preferences** window, click on the 'Students' tab.



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Account Preferences - Students

Profile Students

Add

My Students

To add a student to your Parent account, click the ADD button.

1. Student Name
Nombre de Estudiante

5. On the **Account Preferences - Students** window, click on the 'Add' button.

Add Student Agregar alumnos

Student Access Information

Student Name Nombre del Estudiante

Access ID ID de Acceso

Access Password contraseña

Relationship relación

Cancel OK

6. The **Add Student** window will open. Type in your Student's Name, Access ID, Access Password, and select your relationship to the student from the drop-down menu. Click 'OK.'

Please note: You will need to obtain the Access ID and Password for each student you wish to add to your existing PowerSchool Parent Portal Account. Contact your child's school to request a **PowerSchool Access ID Assignment Letter** if you do not know your child's Access

ID

and password.

To the Parent(s)/Guardian(s) of

We are excited to announce that the District 99 PowerSchool Parent Portal is now open! The PowerSchool Parent Portal allows you to view your student's attendance, grades, assignments, and teacher information in real time. You will need to use the information below to create your Parent Access account.

Please note: If you have already created a Parent Portal Account for this student, you will not need to create a new one.

To create your account, you will need an Access ID and Password for each student you want to associate to your new parent account. Once you create your PowerSchool parent account, you may add additional students.

Your account information is:

Student Name:
Your Access ID is:
Your Access Password is (case-sensitive):

1. Log in to District 99 PowerSchool Parent Portal at <http://cicd99.powerschool.com/public>
2. Type your Access ID and Access Password exactly as they are printed above.
3. View your child's information.

Sample Ejemplo



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7. Once you have successfully added another student to your existing PowerSchool Parent Portal Account, toggle between students by clicking on the tabs at the top of the page.

