

PowerSchool Parent Account User Guide

Parents,

Please read this important information so you can access your students PowerSchool information. Parents/guardians have the ability to create an account that will allow you to access all your students from a SINGLE LOGIN. You will also be able to create your own User Names and Passwords.

You will need to go to the PowerSchool login page:
<https://gics.powerschool.com> You will see the following screen:

The screenshot shows two main sections. The top section is titled 'Login' and contains two input fields: 'User Name' and 'Password'. Below these fields is a blue button labeled 'Submit' and a link that says 'Having trouble logging in?'. The bottom section is titled 'Create an Account' and contains a paragraph of text explaining the account creation process, followed by a blue button labeled 'Create Account'.

1. Click the Create Account button

2. The screen below will appear

The screenshot shows the 'Create Parent/Guardian Account' form. It has several input fields: 'First Name' (Joshua), 'Last Name' (Toll), 'Email' (jtoll@mail.com), 'Desired User Name' (jtoll), 'Password' (masked with dots), and 'Re-enter Password' (masked with dots). There is a 'Strong' indicator next to the password field. Below the form is a section titled 'Link Students to Account' with a table. The table has four columns: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The first row is filled with 'Alex Toll', '2664', '....', and 'Father, natural/adoptive'. The remaining rows are empty with '-- Choose' in the 'Relationship' column. There is an 'enter' button at the bottom right of the table.

This is where you will setup access to ALL your students.

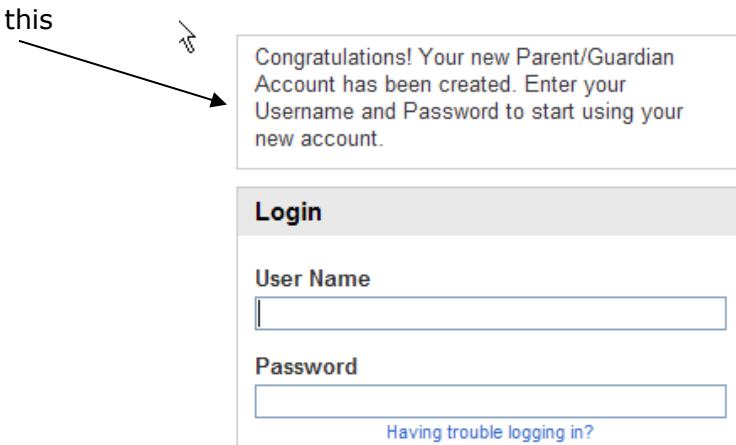
- Enter an E-Mail address – Note: The e-mail address MUST be unique. If Parent/Guardians share the same e-mail address, you should only set up one parent access account.
- User Name (No apostrophe's).
- Password (No apostrophe's and it must be at least six characters)
- Enter the Name of each Student you wish to associate with.
- Enter the Access ID and Access Password for each student.
****Access ID's and Access password comes from your school****

- Select the relationship you are to the student.

NOTE: Should you enter something incorrectly, when you hit Enter, the Edit checks will catch the error; but unfortunately, also blank out many of the fields you have entered. You must re-enter the information in its entirety before the record is created.

3. Click Enter when you have completed this link to all of your students.

4. Assuming you are successful, you will receive this message.



Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

Login

User Name

Password

[Having trouble logging in?](#)

If Parent/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at a time.

After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your student family members.



- Select the appropriate name to change the page to that student's information.



Avery Emily **Laura** Vickie

What if you forget your login information?

On the login page click on Having Trouble Logging in?

If you forgot your Password:

- Fill in your User Name
- Fill in your E-Mail Address
- Hit Enter

The system will authenticate your information and send you a Security Token with instructions on how to re-set your Password to the E-Mail address listed.

It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to re-set the Password in that allotted time, you will need to repeat the process.

If you forgot your User Name:

- Click on the Forgot User Name tab
- Enter your E-Mail Address
- Hit Enter

The system will authenticate your information and send you an E-Mail listing your User Name.

Login

User Name

Password

[Having trouble logging in?](#)

Submit

Recover Account Login Information

To recover your account login information, provide the information below.

[Forgot Password?](#)

[Forgot User Name?](#)

User Name

Email Address

Enter