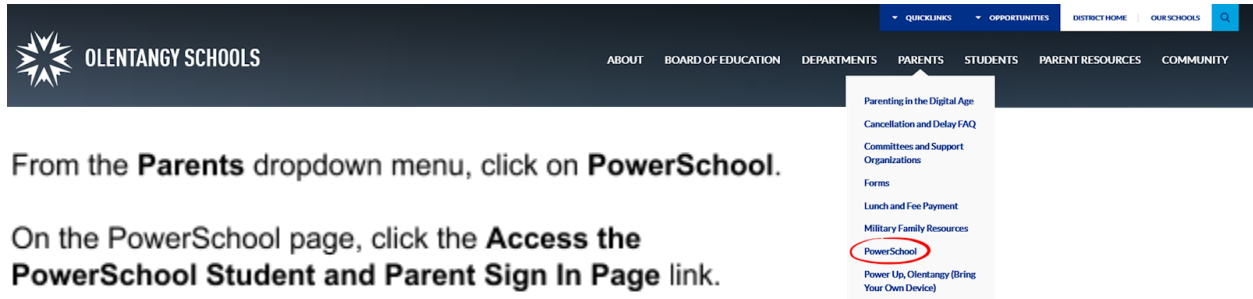


## PowerSchool Create Parent Account

Visit the district website, [www.olentangy.k12.oh.us](http://www.olentangy.k12.oh.us).



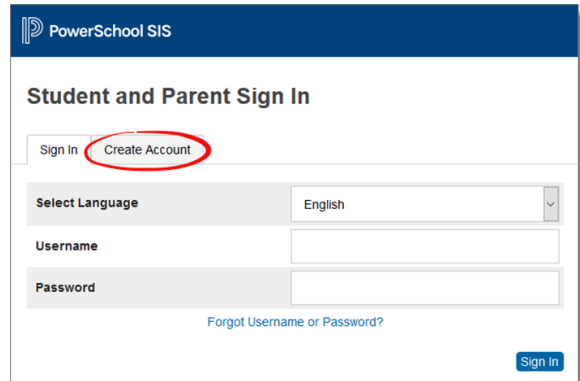
From the **Parents** dropdown menu, click on **PowerSchool**.

On the PowerSchool page, click the **Access the PowerSchool Student and Parent Sign In Page** link.

On the PowerSchool page, click the **Access the PowerSchool Student and Parent Sign In Page** link.

To create a new account, click the **Create Account** tab and click the **Create Account** button.

**Important:** If you have an existing PowerSchool account, click the **Sign In** tab and log in to your account to view student information or link additional students to your account.



The screenshot shows the PowerSchool SIS 'Student and Parent Sign In' page. It features two tabs: 'Sign In' and 'Create Account', with 'Create Account' circled in red. Below the tabs are fields for 'Select Language' (set to English), 'Username', and 'Password'. A 'Forgot Username or Password?' link is visible below the password field. A 'Sign In' button is located at the bottom right.

1. Complete the **Parent Account Details** section to set up a **new** account. **Note:** Do not use an email address, special characters, or spaces in your Desired Username.
2. The password must be at least eight characters. **Note:** Do not use the @character in your password.
3. Complete the **Link Students to Account** section to link your student(s) to your account. Your PowerSchool Access ID and Access Password are in the letter accompanying this step sheet.
4. Click **Enter**, and you will see the sign-in window. Enter your new username and password to begin accessing student information.

If you have any questions about setting up your account or using PowerSchool, please contact the school office.