Parent Portal Login Users Guide 2011-2012

Parents,

Please read this important information so you can access your student's PowerSchool information. Parents/guardians will 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:

Click on the Parents PowerSchool link on the school's website.

You will see the following screen:

1. Click the Create Account button

2. The screen below will appear

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 and do not use any email address).

- 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 that you were previously given as your username and passwords for your old accounts. This is case sensitive.

- Select the relationship you are to the student.

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
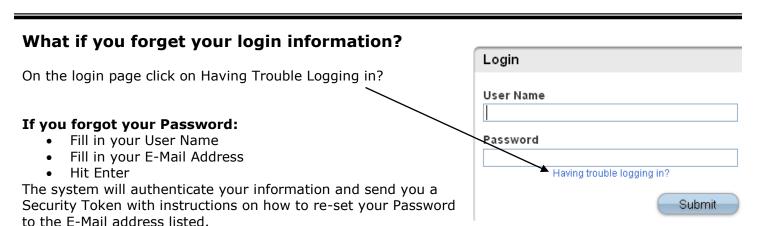
Having trouble logging in?

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

Do not set your browser to save passwords to this site. It will cause your password to appear not to work!

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

PowerSchool

Avery | Emily | Laura | Vickie

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

What if you forget your login information?

On the login page click on Having Trouble Logging in?

Login

User Name

Password

Having trouble logging in?

Submit

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.

Recover Account Login Information

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

Forgot Password? | Forgot User Name?

User Name

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.

Email Address

Enter