

August 19, 2021

To the Parent/Guardian of: [REDACTED]

PowerSchool includes a Parent Portal where we can provide access to student grades and attendance through the Internet. The website location is <http://powerschool.lewiscentral.k12.ia.us>. We have also put a link to Parent Portal on the district website at <http://www.lewiscentral.org>.

Your Parent Access ID for this student is: [REDACTED]

Your Parent Access Password for this student is: [REDACTED]

If you have Internet access at home or at work you can view the information on your student at any time. If you do not yet have internet access, you can visit the public library to view your student's information. **Please keep your passwords and access credentials confidential.**

INSTRUCTIONS

PowerSchool now has the capability of having more than one student's information visible under your parent login and more than one parent account for each student.

DO NOT have your daughter use your parent account. Students may log in using the student credentials listed above. **Parents/guardians must create a new accounts.** Consequently, old parent/guardian accounts will no longer work. Use the following instructions to create your new parent/guardian account(s).

Instructions for logging into Parent Portal (even if you have used Parent Portal in the past).

1. Open your Web browser to the PowerSchool Parent Portal URL at <http://powerschool.lewiscentral.k12.ia.us>.
2. Click Create Account.
3. Enter your first name, last name and email address
4. Enter your desired user name. It must be unique. If the name you choose already exists, you will be prompted to enter a different one after you press the enter button.
5. Enter your desired password - it must be at least 6 characters long
6. Re-enter your password
7. Enter your daughter's first and last name
8. Enter the **Parent Access ID** and **Parent Access Password** as required
9. Enter your relationship to the student
10. If you have a Parent Access ID and Parent Access Password for another student, you may enter them on the next line.
11. When all student information has been completed, press the enter button.
12. If successful, you will be directed to the login screen. If you receive an error message (forgot to fill in a field, your user name or email address are not unique, etc.), you must correct the error(s) **AND** re-enter the parent password(s) for all students listed. You may then press the enter button again. Continue correcting errors until you see the login screen after pressing the enter button.
13. If you desire more than one parent/guardian account for your student, you may provide the Parent ID and Parent Password to anyone that you specifically authorize to access your student's information (other parents, guardians, relatives, siblings, etc.). The school cannot provide access information to anyone other than to those with legal rights to the information.

Once you log into the PowerSchool website, you may sign up for alerts to be emailed directly to you. These alerts will be triggered by attendance/grades based upon the selections you make using the Email Notification link. You may change your alert status at any time. You may also change your email address or password by clicking on Account Settings.

If you have any questions or have trouble creating your account, please contact the school.