



PowerSchool Parent Access Instructions

Parents are required to "Create an Account" to get started for the first time in PowerSchool. From our school website www.saintjoehigh.com choose the "Parent" tab and from the drop down menu click on "ACADEMIC RESOURCES", then click on the PowerSchool bar, click on Log in to PowerSchool.

1. Click on "Create an Account" Tab
2. Enter your full name
3. Create your **own** username/password (password needs a special character in it like (i.e- !, @, #, \$, %, *))
4. Enter your email information
5. "Link Students to Account" is the next step: enter your student's name, if more than one student, enter all students. First and then last name (in that order)
6. The next box will ask for "Access Code" and "Access Password" next to the student's name; this is where you will use the **Parent** username/password **we** provided to you on the student's schedule. **(This is not clearly stated in the set up box)** Each student has a unique username/password for his or her parent. Each **Parent** username/passcode must be entered for each student.
7. Lastly, Choose the "Relationship" Information (i.e. son, daughter, father, mother, stepmom, etc.) Whichever one you choose to place in the box.
8. Hit the submit button
9. You should now have access to PowerSchool with the unique username/password you created.

Note: The username/password **we** provided you on the student schedule is never used again. It's only used once to set up your account the first time.