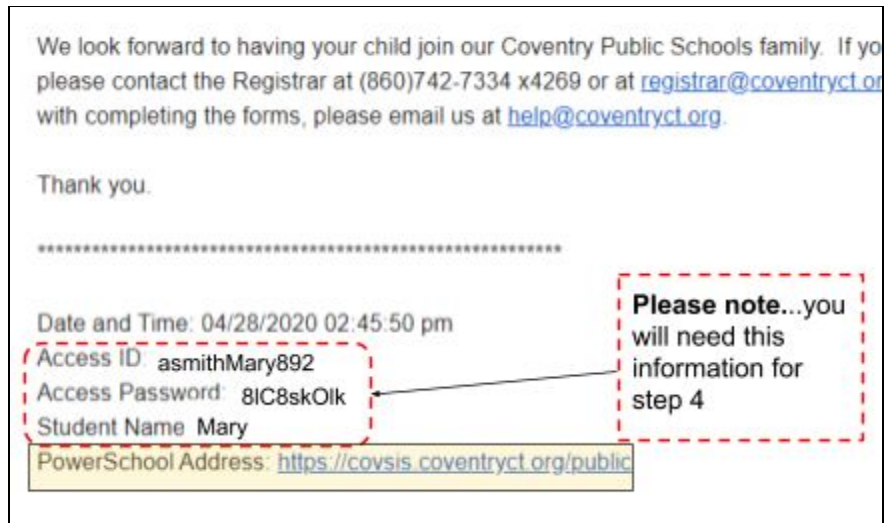
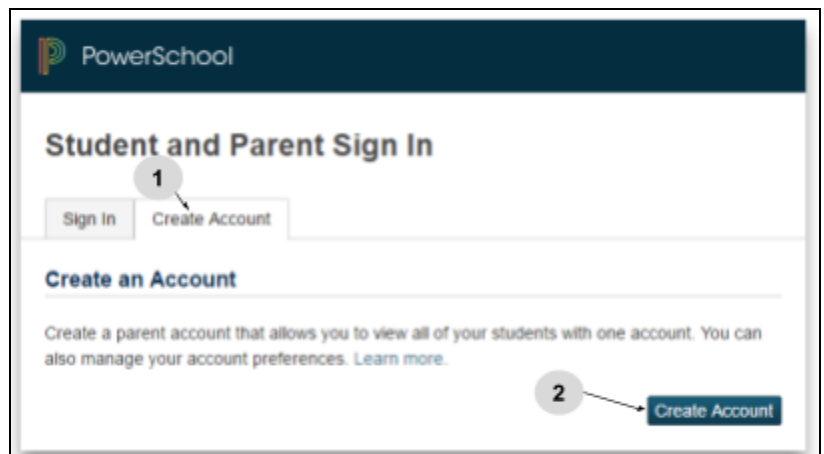


Creating a new PowerSchool Parent Portal account for Registration

1. Open the email you receive from your new registration. Scroll to the bottom and you should see something similar to what you see at the right. Click on the link next to the PowerSchool Address to open the Coventry Public Schools Parent Portal (as highlighted to the right).



2. You will then be brought to the PowerSchool Parent Portal for Coventry Public Schools. Click on the **Create Account** tab and click on the **Create Account** button.



3. Fill in login information using your name (parent **not** student). **Please note...**passwords must meet the following conditions:
 - a. Be at least 8 characters
 - b. Contain at least 1 uppercase and 1 lowercase letter
 - c. Contain at least 1 letter and 1 number
 - d. Contain at least 1 special character (i.e. !,*,)

4. Then, link your child to your account using the information from the pre-registration email (as shown above in step 1). **We strongly recommend you copy and paste these fields from the registration email.** Then, from the drop down choose your relationship with the child. Add the information for each of your children. When you are done, scroll down and click **Enter**. **You can now login to PowerSchool using the username and password you created and access the registration forms.**

PowerSchool

Create Parent Account

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must: -Be at least 7 characters long -Contain at least one uppercase and one lowercase letter -Contain at least one letter and one number -Contain at least one special character

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name

Access ID

Access Password

Relationship - Choose

2

Student Name