



PowerSchool Parent Portal User Guide

PARENT PORTAL USER GUIDE

Access to the PowerSchool Parent Portal

The PowerSchool Parent Portal is accessible from any device with Internet access (i.e. computer, tablet, smartphone). The Anniston City Schools' PowerSchool Parent Portal can be accessed by typing the following URL in your web browser address bar:
<http://annistoncs.powerschool.com/public>.

Additionally, you can access the PowerSchool Parent Portal via the free mobile app available on both iOS (iPhone or iPad) or Android devices. On iOS devices, the PowerSchool app can be downloaded via the App Store and on Android devices, the PowerSchool app can be downloaded via the Google Play Store.



In order to access the Anniston City Schools site via the mobile app, you will need to enter the Anniston district code as follows:



Creating a PowerSchool Parent Portal Account

To access the PowerSchool Parent Portal, you will need to create 1 (one) account to access the information for all children you currently have enrolled in Anniston City Schools. Prior to creating your account, you are required to:

- Have an e-mail address
- Obtain an access ID and Password for each child you have enrolled in Anniston City Schools


Your child(ren)'s school's administration can assist you with any of the above-referenced items.

IMPORTANT NOTE

To successfully register/create your Parent Portal account, the registration should be completed on a PC or laptop. Unfortunately, the registration cannot be completed on a mobile or tablet device.

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Step 1: Access the ACS Parent Portal webpage



ANNISTON

PowerSchool SIS

Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Student Sign In

Students - Click the button to sign in. You will be redirected to the Student sign in page.

Step 2: Click on the Create Account tab



PowerSchool SIS

Parent Sign In

Sign In **Create Account**

Username

Password

[Forgot Username or Password?](#)

Sign In

Student Sign In

Students - Click the button to sign in. You will be redirected to the Student sign in page.

Student Sign In

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Step 3: Enter the information below to create a Parent/Guardian account:

PowerSchool SIS

Create Parent Account

Parent Account Details

First Name	<input type="text"/>	1. Type in First Name
Last Name	<input type="text"/>	2. Type in Last Name
Email	<input type="text"/>	3. Type in Email Address
Desired Username	<input type="text"/>	4. Type in Desired Username
Password	<input type="password"/>	5. Type in desired password and re-enter password
Re-enter Password	<input type="password"/>	

Password must: *Be at least 8 characters long

Step 4: Enter the information below to link students to a Parent/Guardian account:

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

1. Enter Student First and Last Name

Access ID

2. Enter Parent Access ID from Letter for Student

Access Password

3. Enter Access ID Password from Letter for Student

Relationship

-- Choose

4. Select your respective relationship to the student from the drop-down

2

Student Name

Access ID

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You can repeat Step 4 to link up to seven (7) students to a Parent/Guardian account with the required fields of information for each student.

Step 5: Click Enter at the bottom of the page to complete setting up your account:



It is important that you keep your Username and Password confidential so only **you** can access the information.

Logging Into the PowerSchool Parent Portal

To log in to the Anniston PowerSchool Parent Portal, enter the URL below into your web browser address bar:

<https://annistoncs.powerschool.com/public>



PowerSchool SIS

Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

[Sign In](#)

Student Sign In

Students - Click the button to sign in. You will be redirected to the Student sign in page.

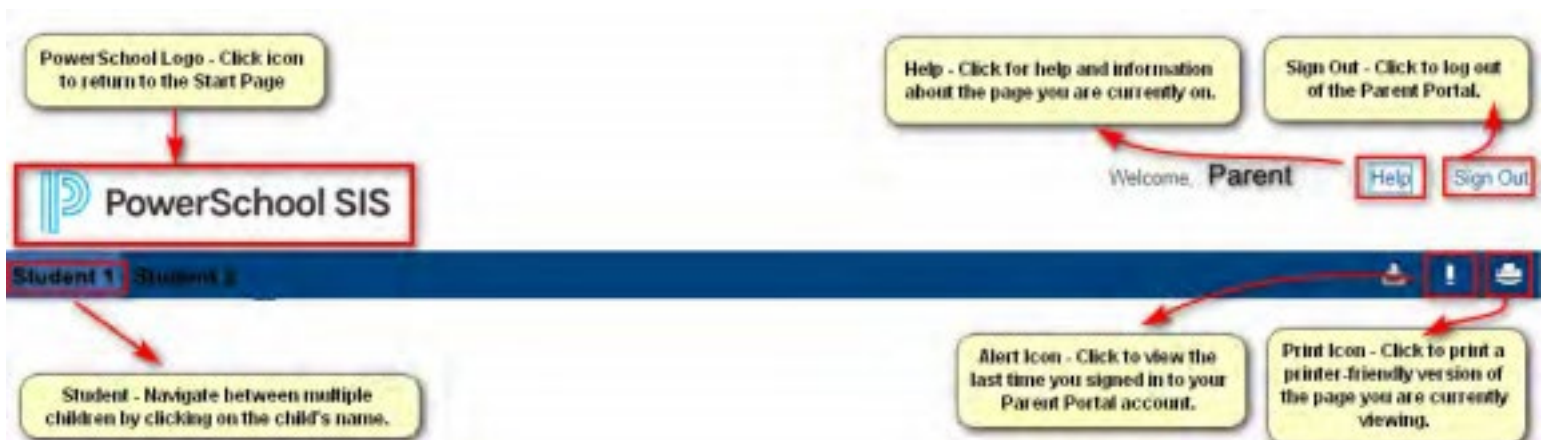
[Student Sign In](#)

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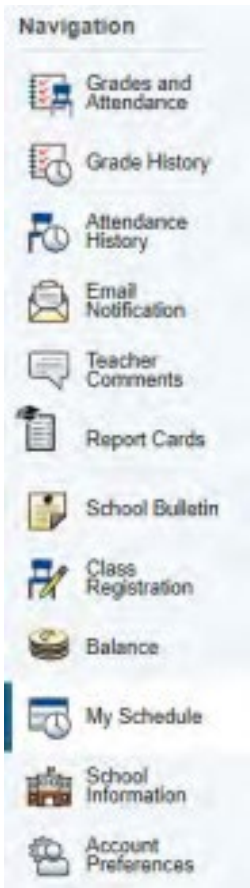
Navigating the Parent Portal

The following Navigation Bar appears at the top of every page in the PowerSchool Parent Portal:



Once you have logged into the Parent Portal, you will now have real-time access to the following items for your child(ren) located in the Navigation Menu panel on the left-hand side of the page:

- Grades and Attendance (Current)
- Grade History
- Attendance History
- Email Notification (Set-up)
- Teacher Comments
- Report Cards
 - School Bulletin for Important Messages
- Student Schedule
- School Information
- Account Preferences



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The PowerSchool Parent Portal automatically opens to the Grades and Attendance page. It is the default quick lookup page, which displays student’s classes, attendance, teachers, and grades, which are pulled from each respective teacher’s grade book.

Grades and Attendance: Student 1

Exp	Last Week					This Week					Course	M1	T1	M2	E1	S1	T2	M3	M4	E2	T3	S2	Y1	Absences	Tardies			
	M	T	W	H	F	M	T	W	H	F																		
EA(A-E)																								10	0			
	HR Attendance - 1st Grade																											
	Email																											
	Teacher Name																											
	Rm: 3																											

1. **Attendance:** Provides a snapshot of the last two weeks of the student’s attendance.

A legend is located at the bottom of the quick lookup screen with more information regarding attendance codes.

2. **Course Grades (by term):** When grades become available for each specified term, you are able to click on the class grade to see class assignments (if posted by the course teacher) for the current academic year.

Class Score Detail: Student Name

Grades and Attendance | Standards Grades

Course	Teacher	Expression	Final Grade ¹
HR Attendance - 1st Grade	Teacher Name	EA(A-E)	--%

Teacher Comments:

Section Descriptions:

Assignments

Due Date	Category	Assignment	Flags	Score	%	Grade	
No Assignments found.							
No Assignments Scored							










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3. **Absences/Tardies Total:** To view the list of attendance dates for absences and tardies, click on the number for either column. You will be directed to the Dates of Attendance page.

Dates of Attendance:

Dates of all absences for HR Attendance - 1st Grade Exp. EA(A-E) for M1:	
1.	- ILA
2.	- ILA
3.	- ILA
4.	- ILA
5.	- ILA
6.	- ILA
7.	- ILA
8.	- ILA
9.	- II A
10.	- ILA

Navigation Icon	Description
 Grade History	The Grades History page displays term grades for the selected student.

 Attendance History	<p>The Attendance History page displays information about a student's attendance record for the current term.</p>
 Email Notification	<p>The Email Notifications page provides you will the ability to manage your parent account email preferences, including what information you would like to receive, how often you would like to receive the information, and any additional email addresses that you would like the information sent to. Email preferences may be applied to a single student or all students associated with your parent account.</p>
 Teacher Comments	<p>The Teacher Comments page displays any comment that a teacher has entered regarding a student, such as a student's achievement or behavior.</p>
 Report Cards	<p>The Report Cards page displays report cards for the selected student.</p>
 School Bulletin	<p>The School Bulletin page serves as your child(ren)'s school's message board whereby the school(s) can post a variety of information for you to view.</p>
 Class Registration	<p>On the Class Registration page, students and their parents can manage their course requests for the next school year.</p>
 Balance	<p>The Balance page displays a student's lunch balance or fee transaction information for the current term.</p>
 My Schedule	<p>The My Schedule page will display the selected student's schedule, which can be viewed in two ways: a Week View schedule and a Matrix View schedule.</p>
 School Information	<p>The School Information page displays the physical address and contact information for the selected student's school.</p>



Account Preferences

The **Account Preferences** page provides you will the ability to manage your parent account information, including your name, user name, password, and email address. In addition, you can add any and all students for whom you have legal and parental rights to your account in order to view their information by way of your account.