

# PowerSchool

## Parent Portal User Guide



**EAST MAINE**  
**SCHOOL DISTRICT 63**

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## Introduction

Welcome to PowerSchool! PowerSchool helps your school access and maintain student, staff, and schedule information. PowerSchool is a database application that runs on a server, which is the center of your student information system. PowerSchool uses the Internet to facilitate student information management and communication among school administrators, teachers, parents, and students.

The PowerSchool Student and Parent portal is a tool that is integrated into the PowerSchool Student Information System (SIS) specifically developed for parents and students.

The PowerSchool Student and Parent portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletin and even personal messages from the teacher. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their gradebook to make decisions on what information they want to share with parents and students.

## Parent Access Management (Single Sign On)

With the introduction of Parent Access Management, PowerSchool now provides single sign-on access to the PowerSchool Student and Parent portal. With single sign-on access parents can now have their own individual parent account, including user name and password. You will create your account using the appropriate access credentials supplied by our schools. Once your account is created, you can manage your account information, link any and all students to your account (for whom you have parental and legal rights to), and set email and notifications preferences for each student linked to your account. If you've forgotten your account sign in information, you can retrieve them by using auto-recovery.

## Parent Access Add-ons

**PowerSchool Enrollment** – When available there will be a link to PowerSchool Enrollment, our online registration system, will be visible in the Navigation menu. This will provide direct access to the system without the need for another login or SnapCodes.

**Report Cards** – Student report cards are posted to the Student and Parent Portal using MBA Report Creator. These are available in the Navigation Menu.

**SwiftReach SwiftK12** – Emails, calls, and text messages from the district are sent using SwiftReach SwiftK12. Use the link in the Navigation Menu to view a history of alerts sent, as well as view the contact information that has been provided to the district. If you need to update your contact information, please do so during online registration or contact your school directly.

## Get Started

To get started, you must sign in to the PowerSchool Student and Parent Portal. In order to sign in you must first create a parent account.

<https://powerschool.emsd63.org>



**Note:** At the top every school webpage there is a link to the Parent Portal as well as the Parents section of our web site.

## Create Your Parent Account

Before you can create your parent account for PowerSchool Student and Parent Portal you will need at least one child's access login and password. If you do not have this information or have questions, contact your child's school.

**IMPORTANT:** Do not use someone else's password or give your password to anyone else.

1. Open a Web browser East Maine School District 63's PowerSchool Student and Parent portal URL.

<https://powerschool.emsd63.org>

2. Click on the "Create Account" tab and then the "Create Account" button in the lower right of the screen.

3. Complete the "Create Parent Account" section and complete the "Link Students to Account" for at least one student.

**Note:** Data must be entered exactly as printed on the student access letter provided by your child's school.

**Note:** Additional students may be linked after the account has been created.

## How to Sign In to the PowerSchool Student and Parent Portal (subsequent to creating your account)

1. Open your Web browser to your school's PowerSchool Student and Parent portal URL.  
<https://powerschool.emsd63.org>
2. Enter the username and password you created.
3. Click **Sign In**

## Recover Your Password

If you have forgotten your PowerSchool Student and Parent portal password, you will be unable to sign in to the PowerSchool Student and Parent portal. Use this procedure to recover your password. Once you provide your user name and email address, the system authenticates your information and sends a security token to your email address. Using the security token, you can then sign in to the PowerSchool Student and Parent portal, where you will then be required to change your password.

**Note:** The security token is only valid for 30 minutes. If it expires before you can reset your password, perform the How to Recover Your Password again.

1. When at the Parent Portal login page click **Having trouble signing in?** located below the password box on the Sign In page.
2. Enter **Username** and **eMail address** associated with your account.
3. Press **Enter**

**Note:** If you cannot remember your Username click the "Forgot Username?" tab and enter your email address.

## Session Timeout

If you are not actively working in the PowerSchool Student and Parent portal, your session may time out. If so, you need to sign in again.

**Note:** *In order to reload/restore the last page you were viewing/using, you must be using the same computer, same HTML5-compatible browser, and same portal. Additionally, if another user signs in after your session has timed out, your previous session cannot be reloaded/restored.*

### How to Sign In After Session Times Out

1. If the “You have been signed out. Return to Sign In Page.” pop-up appears, click **Sign In Page**.
2. **Sign in.** Depending on what page of the PowerSchool Student and Parent portal you were last using, one of the following pop-ups appear:
  - Reload Last Page - Your session timed out due to inactivity. Would you like to restore your previous session and reload the last page you were viewing?
  - Restore Selections(s), School and Term - Your session timed out due to inactivity. Would you like to restore your previous session and return to the last used school, term, student and/or teacher selection?
3. Do one of the following:
  - Click **Yes** to reload/restore the last page you were viewing/using.
  - Click **No** to sign in and access the start page.

## PowerSchool Student and Parent Portal Start Page

When you sign in to the PowerSchool Student and Parent portal, the start page appears. This page serves as the central point from which you begin your PowerSchool Student and Parent portal session. The start page consists of the following main areas:

- Header
- Navigation toolbar
- Navigation menu

### Header

The header appears at the top of the PowerSchool Student and Parent portal. The header includes the following information:

Field	Description
PowerSchool	Click to return to the start page from anywhere within the application.
Welcome, [Your Name]	The first and last name of the person signed in. Your name should appear. If it does not, contact your school's PowerSchool administrator.  In an effort to ensure that your account is secure and your information protected, the date and time of the last time you signed in appears when you hover over your name. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school.
Help	Click to access the PowerSchool Student and Parent portal online help. Assistance is just a click away!
Sign Out	Click to sign out of the PowerSchool Student and Parent portal. For more information, see <i>Quit the PowerSchool Student and Parent Portal</i> .

### Navigation Toolbar

The navigation toolbar appears at the top of the start page, and is common to every page in the application. The navigation toolbar includes the following information:

Field	Description
[Student Tabs]	The first names of the students associated to your parent account appear in alphabetical order. Click the name of the student for whom you want to view information. The page refreshes and display information for the selected student.  If you click the name of a student and the message "Student information is not available at this time." appears, contact your school's PowerSchool administrator.
[Notifications Button] 	Click the exclamation point to access the Notifications pop-up. The Password Security section displays the date and time of the last time you signed in appears when you hover over your name. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school.

<p>[Printer Button]</p> 	<p>Click to print a printer-friendly version of the page you are viewing. Additionally, the page includes the name of the selected student and the school and school district for that student.</p>
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## Navigation Menu

The navigation menu serves as the central point from which to navigate the pages of the PowerSchool Parent Portal. The navigation menu includes the following links:

Field	Description
SwiftReach SwiftK12	Click to view past alerts, opt in or out of non-emergency communications, or review the contact information used for sending alerts. For more information, see <i>SwiftReach SwiftK12</i> .
Grades and Attendance	Click to view student grades and attendance for the current term. For more information, see <i>Grades and Attendance</i> .
Attendance History	Click to view attendance history for the current term. For more information, see <i>Attendance History</i> .
Email Notification	Click to set the e-mail notifications you can receive on a regular basis. For more information, see <i>Email Notifications</i> .
School Bulletin	Click to view the current school bulletin. For more information, see <i>School Bulletins</i> . <b>Note:</b> School Bulletin only appears if School Bulletin is enabled.
Class Registration	Click to request elective classes and to view requests made. For more information, see <i>Class Registration</i> . <b>Note:</b> Class Registration is only available for a limited time to students that will be attending Gemini Middle School in the following school year.
My Schedule	Click to view student schedules. It will show the current week if school will be in session that week. For more information, see <i>My Schedule</i> .
School Information	Click to view school address and contact numbers, and download a school map if available. For more information, see <i>School Information</i> .
Account Preferences	Click to manage your PowerSchool Student and Parent portal account preferences. For more information, see <i>Account Preferences</i> .
Registration ( <i>school year</i> )	Click to launch PowerSchool Enrollment, our registration system. The school year you are registering for will follow the word "Registration". <b>Note:</b> When registration opens for the following school year, links for the current school year as well as the following school year will show here. Please make sure you are clicking the correct link for the school year you are registering for.
Missing Assignments	Click to view a report of assignments that have not been marked as collected by the teacher.
Bus Information	Click to view information on bus route, estimated stop times, and location. For more information, see <i>Bus Information</i> .

<p>Student Information</p>	<p>Click to view information on current school year, next school year, and a list of parent accounts linked to your student. For more information, see <i>Student Information</i>.</p>
<p>Student Reports</p>	<p>Click to view report cards published using the MBA Report Creator. For more information, see <i>Student Reports</i>.</p>
<p>Your District Code</p> <div data-bbox="203 457 446 535" style="border: 1px solid black; padding: 2px;"> <p style="background-color: black; color: white; margin: 0; padding: 2px;"><b>District Code</b></p> <p style="margin: 0; padding: 2px;">WFTS</p> </div>	<p>A four-digit code appears. Enter this code in the PowerSchool Parent or the PowerSchool Student mobile apps to allow you to sign in to your district.</p>

## Work with the Navigation Menu

Read this section to understand the basics of working with the navigation menu. You do not need to complete the activities in any particular order, but you should be familiar with all of them.

Remember, if you have more than one student associated to your parent account, use the student tabs that appear in the navigation bar to select the student for which you want to view information.

### SwiftReach SwiftK12

The SwiftReach SwiftK12 page displays recent alerts sent by the district or by the school. It also displays the contact information that has been provided to the district during online registration and allows you to set contact preferences.

#### How to View SwiftReach SwiftK12

On the start page, click **SwiftReach SwiftK12** from the navigation menu. Recent alerts will be displayed here. Click **Contact Information** to review the contact information currently in the system. Click **Alert Preferences** to opt in or out of non-emergency communication from the district.

**Note:** Opting out from a category means that the selected contact email address or phone number will no longer receive communications sent in that category. Clicking “Unsubscribe” on an email received will unsubscribe from *all* district communication sent via SwiftReach SwiftK12.

### Grades and Attendance

The Grades and Attendance page displays comprehensive information about a student's grades and attendance for the current term. The legend at the bottom of the page displays the attendance and citizenship codes and their meanings.

#### How to View Grades and Attendance

1. On the start page, click the **Grades and Attendance** from the navigation menu. The Grades and Attendance page appears.
2. Do one or more of the following:
  - To view attendance data for dropped classes, click **Show dropped classes also**.
  - To send e-mail to a teacher, click the name of the teacher.

**Note:** *To use this function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.*

- To view grade details, click **Detail** in the term column. The Class Score Detail page appears.
- To view assignment details, if entered by the teacher, click any assignment name that appears in blue in the Assignment column. A popup box with additional information will appear.

**Note:** *Icons indicate the status of assignments. For more information, see the icon legend at the bottom of the page.*

- To view the absences or tardies for the selected class during this term, click a number in the Absences or Tardies column. The Dates of Attendance page displays all absences or tardies for that class.
- To view the absences or tardies for all classes during this term, click a number in the Attendance Totals row. The Dates of Absence or Dates of Tardies page displays all absences or tardies. Use the browser Back button to return to the Grades and Attendance page.

## Standards Grades

The Standards Grades page displays information about a student's standards grades and comments for the current term. By default, only classes currently in progress appear.

### How to View Standards Grades

1. On the start page, click the **Grades and Attendance** from the navigation menu. The Grades and Attendance page appears.
2. Click the **Standards Grades** tab. The Standards Grades page appears.
  - Classes display in alphabetical order.
  - Click **Expand ALL** to view content indicators.
  - A blue circle below a marking term for a class indicates a teacher comment is present. **Click** the blue circle to view the comment.

## Attendance History

The Attendance History page displays information about a student's attendance record for the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

### How to View Attendance History

On the start page, click **Attendance History** from the navigation menu. The Attendance History page displays the student's attendance record for the current term.

## Email Notifications

The Email Notifications page provides you with 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 to your parent account.

**Note:** Email notifications configured here are for automated emails from the Parent Portal itself. Emails sent by the district will be sent using *SwiftReach SwiftK12*.

### How to Set Up Email Notifications

1. On the start page, click Email Notification from the navigation menu. The Email Notifications: [Student Name] page appears.
2. Use the following table to enter information in the fields:

Field	Description
What information would you like to receive?	Specify which information you would like to receive by selecting the appropriate checkboxes: <ul style="list-style-type: none"> <li>• <b>Summary of current grades and attendance</b></li> <li>• <b>Detail report showing assignment scores for each class</b></li> <li>• <b>Detail report of attendance</b></li> <li>• <b>School announcements</b></li> <li>• <b>Balance Alert</b></li> </ul>
How often?	Specify the rate at which you want to receive the selected information from the pop-up menu: <ul style="list-style-type: none"> <li>• <b>Never</b></li> <li>• <b>Weekly</b></li> <li>• <b>Every Two Weeks</b></li> <li>• <b>Monthly</b></li> <li>• <b>Daily</b></li> </ul>
Email Address	Display only of the email address associated to your parent account. The selected information, as well as account recovery notices and account changes confirmations will be sent automatically to this email address.  <i><b>Note:</b> To change your email address, see <a href="#">How to Change Your Account Preferences</a>.</i>
Additional Email Addresses	Enter additional email addresses that you want the selected information to be sent to. Separate multiple addresses with commas.
Apply these settings to all your students?	Select the checkbox to apply the email preferences to all students associated to your parent account.
Send now for [Student Name]?	Select the checkbox to receive the selected information immediately.

3. Click **Submit**. The Email Notifications: [Student Name] page appears. A confirmation message appears indicating the changes were saved.

## School Bulletins

The School Bulletin page serves as your school's "message board" whereby your school can post a variety of information for you to view.

### How to View School Bulletins

1. On the start page, click **School Bulletin** from the navigation menu. The View School Bulletin pop-up appears.
2. Click the **Calendar** icon to select a date to view the bulletin for that day. On the calendar, dates that are shaded blue have a daily bulletin associated to them, the current date displays a black

border, and the selected date has no shading. Use the arrow buttons to navigate to a different month.

3. When done viewing, click the **x** in the upper right hand corner to close the View School Bulletin pop-up.

## Class Registration

The Class Registration page allows you to request preferred elective courses for the next school year.

### How to View Class Registration

On the start page, click **Class Registration** from the navigation menu. The link will only be available for students that will be attending Gemini Middle School in the next school year. When class requests are open, you will receive a notice from the district with instructions on how to proceed.

## My Schedule

The My Schedule page displays information about the student schedule.

### How to View My Schedule

On the start page, click **My Schedule** from the navigation menu and then either the “Week View” or the “Matrix View” tab. The “Week View” page displays the student's schedule for the current week with start and end times for each class (elementary school schedules only show the homeroom). The “Matrix View” displays the class information for each class period by day and term.

## School Information

The School Information page displays the physical address and contact information for the school. If the PowerSchool administrator has uploaded a school map, the map displays on this page as well.

### How to View School Information

On the start page, click School Information from the navigation menu. The School Information page displays the following information:

Field	Description
Name	The school's name.
Address	The school's street address, city, state, and zip code.
Phone	The school's phone number including area code.
Fax	The school's fax number including area code
Map	The school map.

### How to Download the School Map

1. On the start page, click School Information from the navigation menu. The **School Information** page appears.
2. Depending on the format of the school map provided, do one of the following:
  - Right-click on the map image, and then select **Save Image As** from the pop-up menu.

- Click on the link provided next to the **Map** field to download as a PDF.
3. Once the map is downloaded, you can print the file for you reference.

**Note:** Maps may not be available at all schools.

## Account Preferences

The Account Preferences page provides you with 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.

**Note:** To edit or remove a student associated to your account, contact your school.

**Note:** If you are not able to access this page, parent single sign-on may not be enabled. For more information, see Parent Access Management.

### How to Change Your Account Preferences

Use this procedure change the name, e-mail address, user name or password associated with your parent account.

1. On the start page, click **Account Preferences** from the navigation menu. The Account Preferences – Profile page appears.
2. Click the **Profile** tab, if needed.
3. On the Profile tab, use the following table to enter information in the fields:

**Note:** The **Cancel** and **Save** buttons appear shaded until information is entered.

Field	Description
First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address.
Select Language	Use the pop-up menu to choose the language in which you want view email and notifications sent from PowerSchool.
Username	Click the <b>Pencil</b> icon and then enter the user name you would like to use when signing in to the PowerSchool Student and Parent portal in the <b>New Username</b> field.
Current Password	Click the <b>Pencil</b> icon and then enter: <ol style="list-style-type: none"> <li>1. Enter your PowerSchool Student and Parent portal password in the <b>Current Password</b> field.</li> <li>2. Enter your new PowerSchool Student and Parent portal password in the <b>New Password</b> field. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements.</li> <li>3. Re-enter your new PowerSchool Student and Parent portal password in the <b>Confirm Password</b> field.</li> </ol>

- Click Save. A confirmation message appears indicating your account is updated. Additionally, an account changes confirmation email is sent to your email address.

**Note:** If one of the following messages appears, re-enter your password accordingly:

- Current password is not correct.
- New password must be at least [number] characters long.
- New password must contain at least one uppercase and one lowercase letter.
- New password must contain at least one letter and one number.
- New password must contain at least one special character.
- The verification password you enter must match the new password.
- The password entered was previously used. Please enter a new password.

The next time you sign in to the PowerSchool Student and Parent portal, use your new password.

**Note:** If you change your email address, the account changes confirmation email is sent to both the old and new email addresses.

## How to Add a Student to Your Parent Account

Use this procedure to add one or more students to your parent account. You will need an Access ID and Access Password. If you do not have this information or have questions, contact your school's PowerSchool administrator.

- On the start page, click **Account Preferences** from the navigation menu. The Account Preferences – Profile page appears.
- Click the **Students** tab.
- On the Students tab, click the **Add** icon to add a student to your parent account. The Add Student dialog appears.
- Use the following table to enter information in the applicable fields:

**Note:** The **Cancel** and **Save** buttons appear shaded until information is entered.

Field	Description
Student Name	Enter the first and last name of the student you want to add to your account. <b>Note:</b> Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.
Access ID	Enter the unique access ID for the student. <b>Note:</b> If you do not have this information, contact your school's PowerSchool administrator.
Access Password	Enter the unique access password for the student.

	<b>Note:</b> <i>If you do not have this information, contact your school's PowerSchool administrator.</i>
Relationship	Enter your relationship to the student (for example, "Mother", "Father", or "Legal Guardian")

5. Click **Submit**. The Add Student Dialog closes. The newly added student appears under My Students. Additionally, an account changes confirmation email is sent to your email address.

## Bus Information

The Bus Information page displays information about the student's bus assignment.

### How to View Bus Information

On the start page, click **Bus Information** from the navigation menu. The route number, stop time, and location will be listed for both the pickup bus and the drop-off bus. For parents only, information is provided to sign up for a First View account.

## Student Information

The Student Information page displays information about the student's homeroom assignment and parent portal account(s).

### How to View Student Information

On the start page, click **Student Information** from the navigation menu. The Student ID Number, current school, current grade, advisory/homeroom teacher, and next year school and grade information are displayed. In addition, a list of parent portal accounts is shown.

## Student Reports

The Student Reports page provides access to report cards generated using the MBA Report Creator add-on.

### How to View Student Reports

On the start page, click **Student Reports** from the navigation menu. Published report cards are available under "Archived Reports". Report cards are published shortly after the completion of each term. For elementary school, these are Trimesters 1, 2, and 3. For Gemini Middle School, these are Quarters 1, 2, 3, and 4.

## Quit the PowerSchool Student and Parent Portal

When finished working in the PowerSchool Student and Parent Portal, it is important to sign out of the application.

### Sign Out of the PowerSchool Student and Parent Portal

You can sign out of the PowerSchool Student and Parent portal from any page in the application.

**Note:** *If you are not actively working in the PowerSchool Student and Parent portal, your session may time out. If so, you need to **sign in** again.*

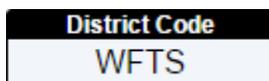
### How to Sign Out of the PowerSchool Student and Parent Portal

Click **Sign Out** in the header. The Sign In page appears. You must enter your username and password again to redisplay the start page.

## Mobile Apps for PowerSchool

The PowerSchool for Parents app is available for download on Google Play for Android devices as well as from the App Store for the iPhone® and iPad®. Parents can use the app to check grades\*, review assignments\*, and view attendance. Please make sure to have your Parent Portal account created before installing the app.

Note: The District Code will be needed to complete the setup of the app.



On The Apple App Store: <https://itunes.apple.com/us/app/powerschool-mobile/id973741088>

On Google Play: <https://play.google.com/store/apps/details?id=com.powerschool.portal>

\*Please note that the PowerSchool mobile app has limited functionality compared to the web portal. East Maine District 63 uses standards-based grading, and as of this writing it is not possible to view standards grades on assignments. Other features that are not available in the mobile app include PS Enrollment registration, report cards, bus information, class requests, and more. You will need to log into the web portal for full access.