

## How to create a new PowerSchool Parent Portal account:

Welcome to the Richland School District Parent Portal! Parents can check grades, schedules, assignments, and more with the ability to add multiple students to their PowerSchool account – even if the students attend different schools! To log into the PowerSchool Parent Portal, all parents will need to create a Parent Portal account. Here's how to do that:

1. Go to the Richland School District's website at <https://www.rsd.edu/> and mouse over the **Families** Tab and then click **PowerSchool Login**.



2. Click on **Parent Powerschool Login** on the left hand side of the page:

STUDENTS > POWERSCHOOL LOGIN

## PowerSchool Login

*PowerSchool is how parents and students in the Richland School District can stay connected to their schools and check information such as attendance records and grades.*

PARENT POWERSCHOOL LOGIN

STAFF POWERSCHOOL LOGIN

STUDENT POWERSCHOOL LOGIN

3. The **PowerSchool Login** screen will open. Ignore the Username and Password boxes for now. 4. Click the **Create Account** tab at the top of the screen and enter your information

A screenshot of the PowerSchool SIS 'Student and Parent Sign In' page. The page has a blue header with the PowerSchool SIS logo. Below the header, there are two tabs: 'Sign In' and 'Create Account'. The 'Sign In' tab is active. There are two input fields: 'Username' and 'Password'. Below the password field is a link that says 'Forgot Username or Password?'. At the bottom right, there is a blue 'Sign In' button. A text box at the bottom provides instructions: 'Students - Use your District/Windows username (First.Last) and password to log into the Power School portal. The user name is case sensitive, so you may need to capitalize the first letter of the First and Last name. Yes, the same password you use to log into Windows. Parents - no change to parent logins.'

### Create Parent Account

First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Email	<input type="text"/>	
Desired Username	<input type="text"/>	
Password	<input type="password"/>	<input type="password"/>
Re-enter Password	<input type="password"/>	
Password must:	-Be at least 6 characters long	

### Link Students to Account

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

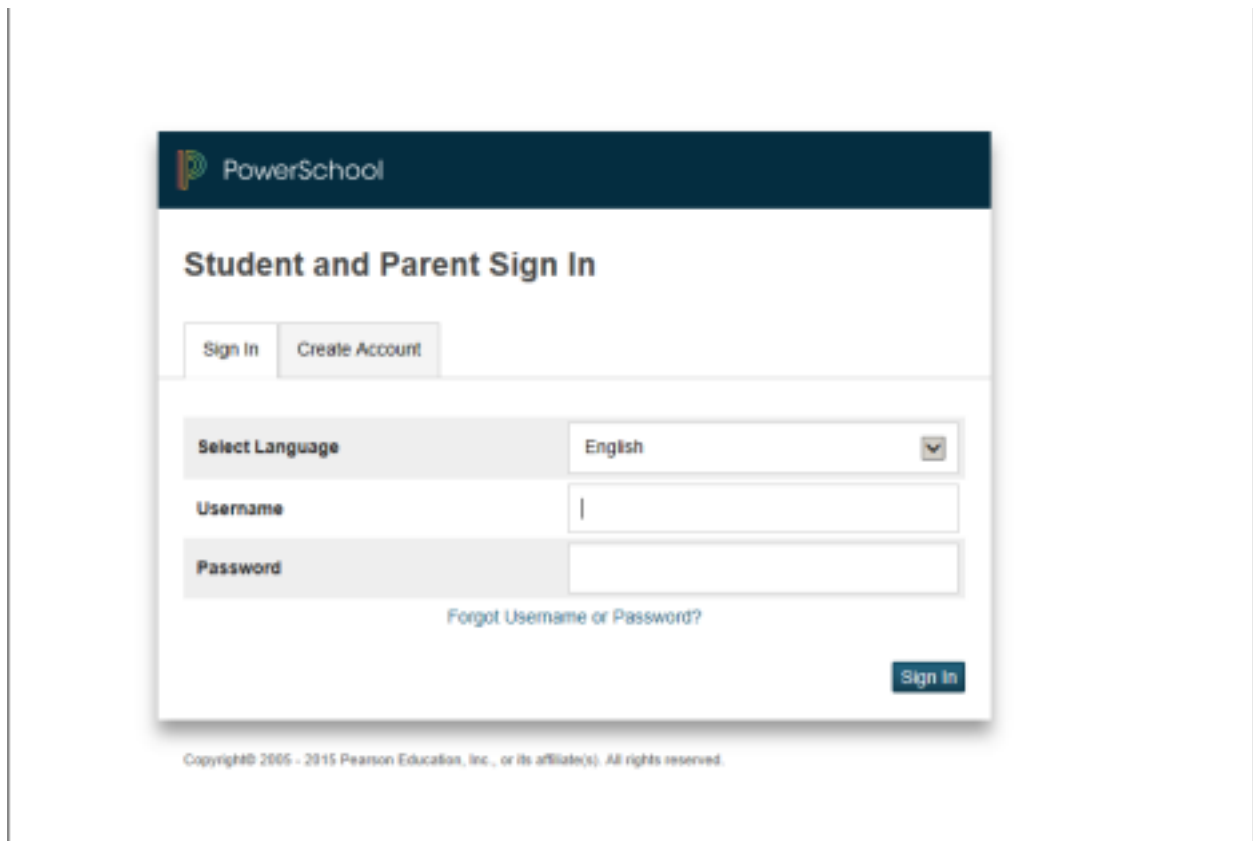
1			
Student Name	<input type="text"/>		
Access ID	<input type="text"/>		
Access Password	<input type="password"/>		
Relationship	-- Choose		▼
2			
Student Name	<input type="text"/>		
Access ID	<input type="text"/>		
Access Password	<input type="password"/>		
Relationship	-- Choose		▼

6. Type your child's full name, Access ID, and Access Password. Please note that the Access ID and Password are case sensitive. If you do not have the Access ID and Access Password for your student, please contact your student's school registrar.

7. If you have additional children, enter their names and the Access ID's and passwords given to you by each child's school registrar.

8. Select your relationship to each student then click the **Enter** button.

9. The PowerSchool login screen will come back up. This time enter your **new** Parent Portal **Username** and **password** to log into PowerSchool. Please note that the new username and password are case sensitive!



10. Once you are logged into PowerSchool, you will see the names(s) of your children at the top of the screen so that you can switch back and forth between them.

11. If you would like to sign up to receive email Progress Reports and/or attendance updates, click the **Email Notification** link then select the reports you would like to receive.

For additional information about the new PowerSchool Parent Portal, please visit the District's website at <https://www.rsd.edu/students/powerschool-login>

Thank you for your participation!