

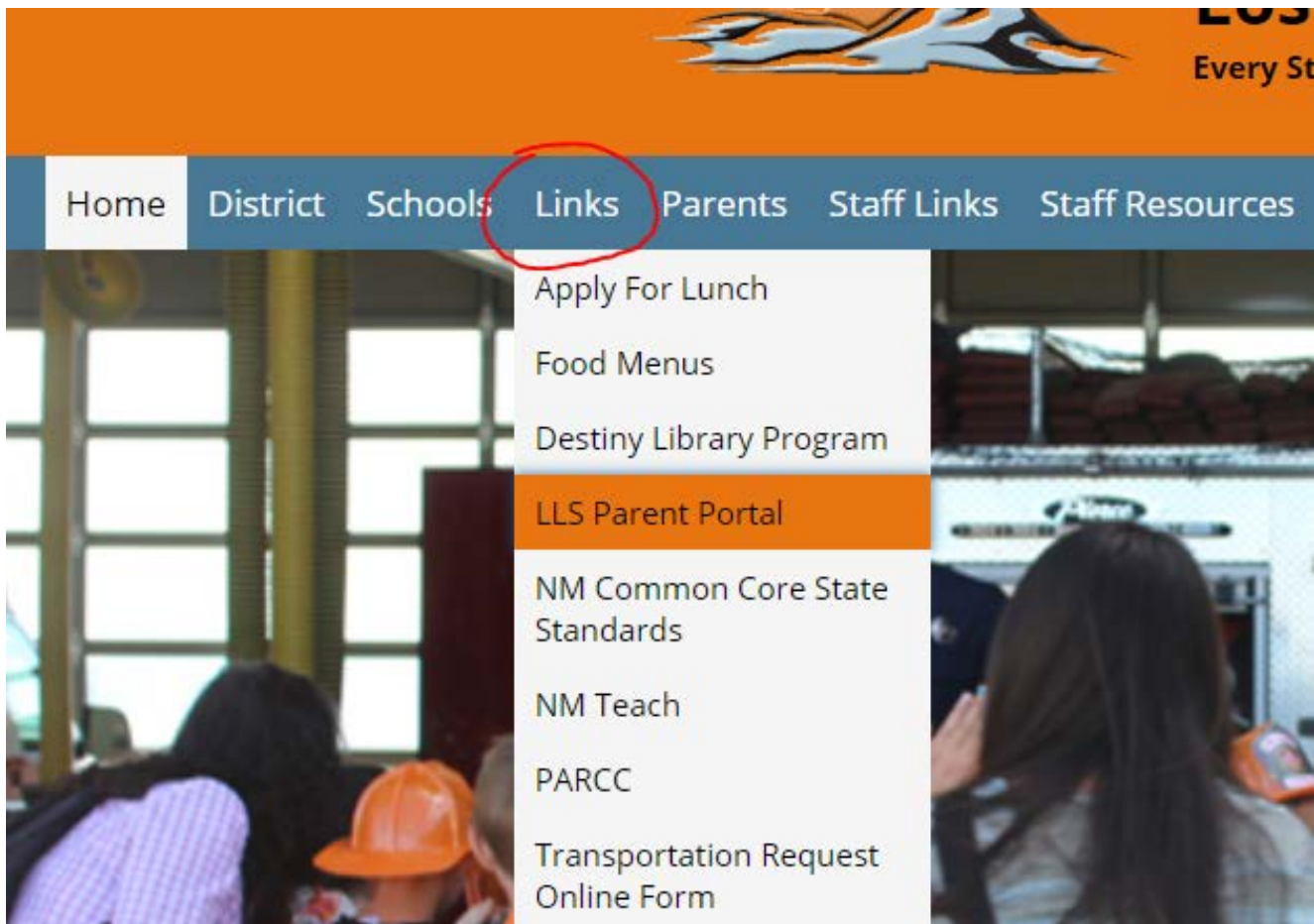
Los Lunas Schools Parent Portal

How to create a Parent Portal

Parents,

Please read this important information so you can access your students PowerSchool information. We have now implemented the newest Version of the Parent Portal so parents/guardians will now have the ability to create an account that will allow you to access all your students from a **SINGLE LOGIN**. You will also be able to create your own **USERNAME** and **PASSWORD**.

1. Go to LLSchools.net and click Links from the menu bar. From Links drop down click LLS Parent Portal. (example's below)

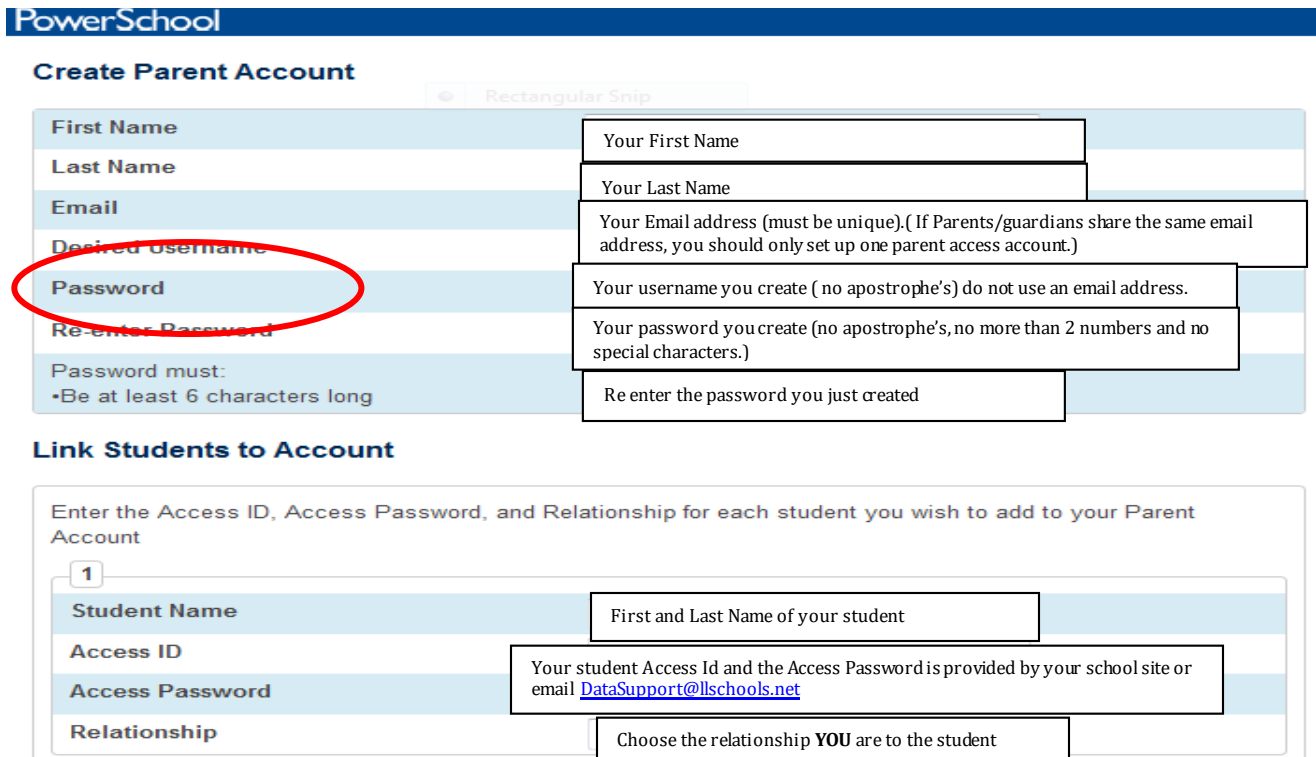


2. Click on create account



The image shows the PowerSchool login page. At the top, there is a blue header with the 'PowerSchool' logo. Below the header, there are two buttons: 'Sign In' and 'Create Account'. A red arrow points to the 'Create Account' button. Below the buttons, there is a section titled 'Student and Parent Sign In' with a 'Username' field, a 'Password' field, and a 'Sign In' button. A link 'Having trouble signing in?' is located below the password field.

3. The screen below will appear

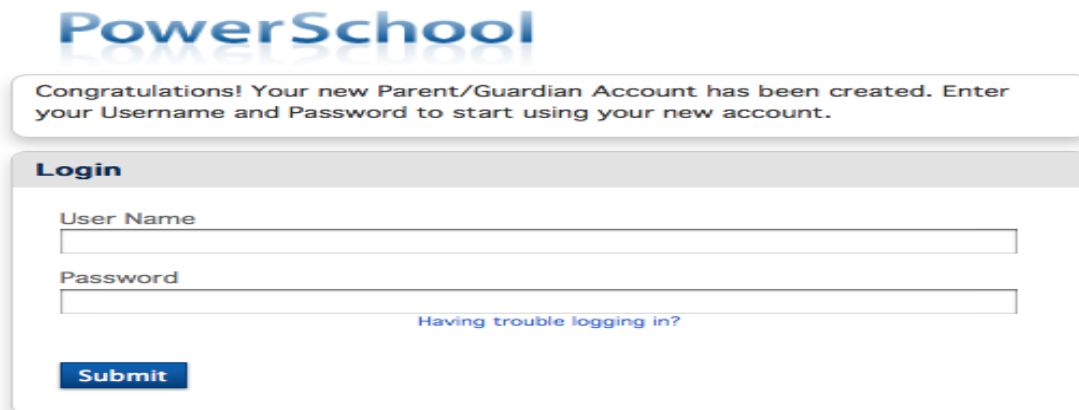


The image shows two screens from the PowerSchool account creation process. The first screen is 'Create Parent Account' with fields for 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. The 'Password' field is circled in red. The second screen is 'Link Students to Account' with a table for entering student information. Both screens have callout boxes providing instructions for each field.

Field	Instruction
First Name	Your First Name
Last Name	Your Last Name
Email	Your Email address (must be unique). (If Parents/guardians share the same email address, you should only set up one parent access account.)
Desired Username	Your username you create (no apostrophe's) do not use an email address.
Password	Your password you create (no apostrophe's, no more than 2 numbers and no special characters.)
Re-enter Password	Re enter the password you just created

Field	Instruction
Student Name	First and Last Name of your student
Access ID	Your student Access Id and the Access Password is provided by your school site or email DataSupport@lsschools.net
Access Password	
Relationship	Choose the relationship YOU are to the student

4. Once you have created your account and added your child(ren), click Enter. You then will be directed back to a login screen where you will use your new login and password that you just created. (See below)



The image shows the PowerSchool login screen. At the top, there is a blue header with the 'PowerSchool' logo. Below the header, there is a message: 'Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.' Below the message, there is a 'Login' section with a 'User Name' field, a 'Password' field, and a 'Submit' button. A link 'Having trouble logging in?' is located below the password field.

Note: Your email used to create a Parent Portal may differ from what we have in our system from previous years, please double check your email by going into the Year Round Update tab to update your email in our systems for future email notifications. (Please see **Update Your Information in Parent Portal via Year Round Update** for details click on Links>Parent Portal from menu bar on the LLSchools.net Home page.)

If Parent/Guardian share the same account, ONLY ONE Parent /Guardian may access the account at a t time.

DO NOT SET YOUR BROWSER TO SAVE PASSWORDS TO THIS SITE. IT WILL CAUSE YOUR PASSWORD NOT TO WORK.

After logging in you will see the main Parent Portal screen. Across the top you will see a tab for your child(ren). On the left navigation bar there are links to several screens providing information about grades, attendance, preferences, etc . Clicking on **Account Preferences** icon on the left navigation bar brings you to an Account Preferences - Profile screen. Here you can change your email, user name, or password and add additional children to your account.

Selecting the **Students tab** from the Account Preferences screen takes you to a screen where you can add additional children to your account. Once again you will need to know the original **Access Id and Access password** for that student. This information can be acquired by contacting the student school site or by contacting datasupport@llschools.net.

What if you forget your login information?

Simply Contact the School site or Email Data support at datasupport@llschools.net and we will email you the information you will need to rest the password.

Data Support will need the First and Last name of the person who created the account or the name of the student.