

Follow these steps below to access the PowerSchool Public Access:

1. Logon to the Internet
2. Type the Munster High School website: <http://mhs.munster.us/> in the address bar of your Internet browser and click on the PowerParent Portal Access link.

OR

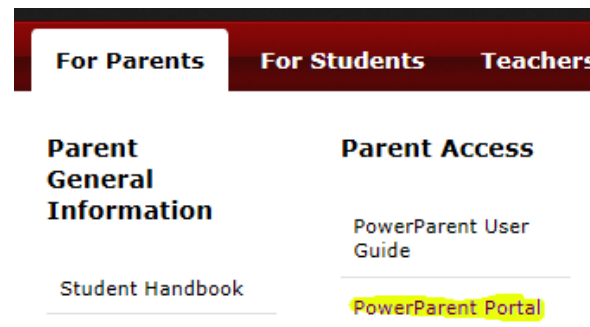
You may type in the address bar of your Internet Browser:

<https://powerschool.munster.k12.in.us/public>

3. Type your username and password into the appropriate spaces.
Then click the Enter button.

Your username and password were printed on your student's first semester schedule.

If you have lost or forgotten your username and/or password, please contact the High School Guidance Office.

A screenshot of the PowerSchool login form. At the top, the "PowerSchool" logo is displayed. Below the logo, there are two input fields: "Username" and "Password". Below the "Password" field, there is a link that says "Forget your member name or password?". At the bottom right of the form, there is a blue button labeled "Enter".

- Once you have logged in, you will see the main PowerSchool screen.

From this screen you have access to:

- ❖ Grades and Attendance
- ❖ Grades History
- ❖ Attendance History
- ❖ Email Notifications
- ❖ School Bulletins
- ❖ Balance

- You can access any of these resources by clicking on the appropriate icons located at the top of the screen.

GRADES AND ATTENDANCE

- This screen shows the current grades and attendance in each class for your child. The attendance view is for the past two weeks.

You may see your child's attendance history by clicking on the **Attendance History** icon at the top of the page.

- By clicking on a **Teacher's Name**, you can email a teacher directly (assuming your computer and email are setup correctly).
- By clicking on a **percentage or grade** displayed, you can see all of the assignments for this grading period and the scores received on each.

Class Score Detail

Course	Teacher	Expression	Final Grade ¹
Current Affairs	Manston, Greg T	1(B)	A- 93%

Teacher Comments:

Section Description:

Due Date	Category	Assignment	Codes	Score	%	Grd
06/20/2008	News	Panda		90/100	90	A-
07/25/2008	News	Whales		95/100	95	A-
07/25/2008	Discussion	Whales		93/100	93	A-
07/25/2008	Notebook	One		93/100	93	A-

- If an assignment title is colored blue, a detailed description or additional references for this assignment are available. You can view this information by clicking on the **link** (assignment name).

An **assignment description** example is shown below.

Assignment Description

Teacher	Peirick, Kim
Course	Adv C - Web Design
Assignment name	September 2009 Calendar
Description	Students developed a calendar for September 2009 utilizing the HTML tags they have learned.

EMAIL NOTIFICATION

1. This screen allows you to set up progress reports, attendance records, and school announcement alerts which can be emailed each day, week, or month.
2. Click the appropriate **checkboxes** and choose a time period from the **drop down menu**.
3. Make sure you add your email address.

NOTE: If you wish to have this information sent to multiple email addresses, please separate each address with a comma (,).

4. Click on Submit.

NOTE: When you receive emailed progress reports, **DO NOT** reply to the email if you have a question. Instead, login to PowerSchool, select the Current Grades and Attendance screen, and click on the teacher's name that you wish to contact. Replies to the progress reports **DO NOT** return to the teachers.

Email Notifications

What information would you like to receive?

- Summary of current grades and attendance
- Detailed reports showing all assignment scores for each class
- Detailed report of attendance
- School announcements
- Balance Alert (Note: Will only be sent when a student is low on funds.)

How often? Once a week

Send now?

Email Address(es)
(separate multiple email addresses with commas)

[Submit](#)

TEACHER COMMENTS

1. This screen displays any teacher comments that have been posted for your child.
2. By clicking on the **teacher's name**, you can email a teacher directly (assuming your computer and email are setup correctly).

Teacher Comments*

Exp.	Course	Teacher	Comment
1(A)	Speech	Lura, Colleen R	
2(A-B)	Physics	Martin, Gabriel U	Self-motivated and consistent.
3(A)	Open Study	Accatino, Steve	
4(A-B)	French 2	Kyser, Kenneth	
1(B)	Current Affairs	Manston, Greg T	
3(B)	Journalism	Hastings, Jacquelyn V	

SCHOOL BULLETINS

1. This screen displays the Munster High School's daily announcements.

BALANCES

1. This screen displays your student's lunch account balance.

Transactions

Meal Transactions - Current Balance: \$34.10						
Date	Time	Net	Balance	Description		
Fee Transactions - Current Balance:						
Date	Time	Fee Type	Description	Fee	Paid	Balance
Totals:				0.00	0.00	0.00