



PowerSchool Parent Portal User Guide

PARENT PORTAL USER GUIDE

Access to the PowerSchool Parent Portal

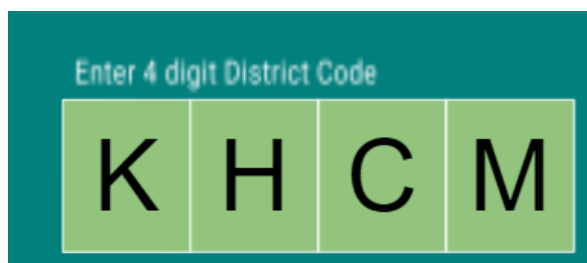
The PowerSchool Parent Portal is accessible from any device with Internet access (i.e. computer, tablet, smartphone). The Athens City Schools' PowerSchool Parent Portal can be accessed by typing the following URL in your web browser address bar:

<https://athenscs.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 Athens City Schools site via the mobile app, you will need to enter the Athens 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 Athens 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 Athens City Schools

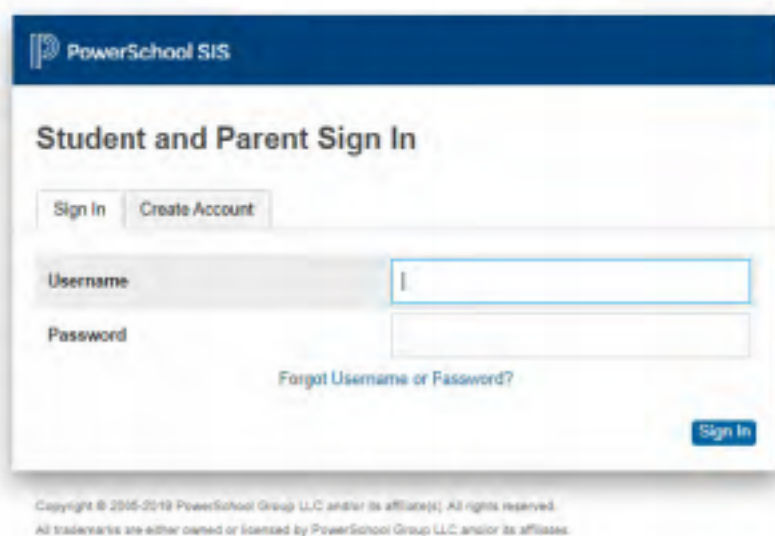
Your child(ren)'s school administration can assist you with any of the above-referenced items.

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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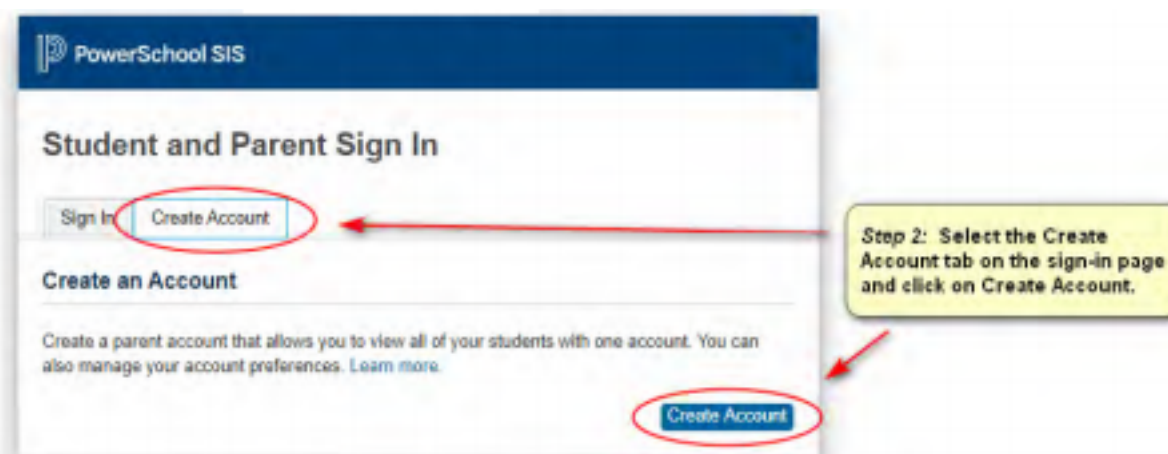
Step 1: Access the ACS Parent Portal webpage



The screenshot shows the PowerSchool SIS login page. At the top is the PowerSchool SIS logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". Below the tabs are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right. At the very bottom, there is a copyright notice: "Copyright © 2005-2019 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates."

Step 1: Access the Athens City Schools PowerSchool Parent Portal at <https://athenscs.powerschool.com> or via the link on the ACS Website www.acs-k12.org

Step 2: Click on the Create Account tab



This screenshot is identical to the one in Step 1, but with red circles and arrows highlighting the "Create Account" tab and button. A yellow callout box on the right contains the text: "Step 2: Select the Create Account tab on the sign-in page and click on Create Account."

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

The screenshot shows the 'Create Parent Account' form in the PowerSchool SIS system. The form is titled 'Create Parent Account' and has a section for 'Parent Account Details'. It contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. A note at the bottom states 'Password must: •Be at least 8 characters long'. To the right of the form, five numbered yellow callout boxes with red arrows point to the corresponding input fields: 1. Type in First Name, 2. Type in Last Name, 3. Type in Email Address, 4. Type in Desired Username, and 5. Type in desired password and re-enter password.

PowerSchool SIS

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must: •Be at least 8 characters long

1. Type in First Name
2. Type in Last Name
3. Type in Email Address
4. Type in Desired Username
5. Type in desired password and re-enter password

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

The screenshot shows the 'Link Students to Account' form. It has a heading 'Link Students to Account' and a sub-heading 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. Below this, there are two numbered sections. Section 1 has a box with the number '1' and four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. Section 2 has a box with the number '2' and two input fields: 'Student Name' and 'Access ID'. To the right of the form, four numbered yellow callout boxes with red arrows point to the corresponding input fields: 1. Enter Student First and Last Name, 2. Enter Parent Access ID from Letter for Student, 3. Enter Access ID Password from Letter for Student, and 4. Select your respective relationship to the student from the drop-down.

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

Access ID

Access Password

Relationship

2

Student Name

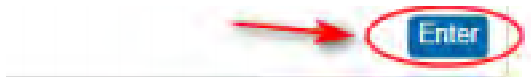
Access ID

1. Enter Student First and Last Name
2. Enter Parent Access ID from Letter for Student
3. Enter Access ID Password from Letter for Student
4. Select your respective relationship to the student from the drop-down

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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 Athens PowerSchool Parent Portal, enter the URL below into your web browser address bar:

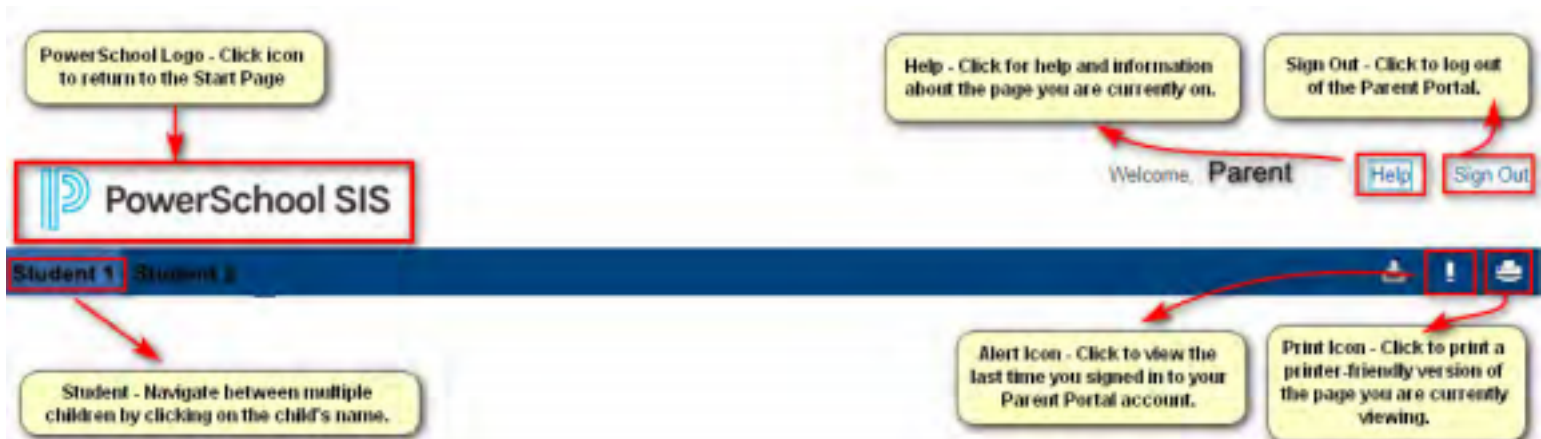
<https://athenscs.powerschool.com/public/>

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" (selected) and "Create Account". The main form area contains fields for "Username" and "Password". A yellow callout box with the text "1. Enter your Username and Password." has two red arrows pointing to the Username and Password input fields. Below the Password field is a link that says "Forgot Username or Password?". At the bottom of the form is a blue "Sign In" button. A second yellow callout box with the text "2. Click Sign In" has a red arrow pointing to the "Sign In" button.

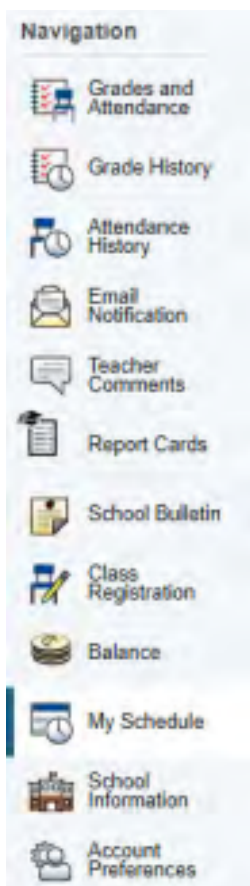
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Navigating the Parent Portal

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

The screenshot displays the 'Grades and Attendance' page for Student 1. It includes tabs for 'Grades and Attendance' and 'Standards Grades'. The main section is titled 'Attendance By Class'. It features a grid for attendance codes for the last two weeks (Last Week: M, T, W, H, F; This Week: M, T, W, H, F). Below this is a table of grades by term (M1, T1, M2, E1, S1, T2, M3, M4, E2, T3, S2, Y1). The table shows the student's grade for each term. To the right of the grade table is a summary box showing the total number of absences (10) and tardies (0). Annotations highlight these features:

- 1. Attendance with Codes for last two weeks.
- 2. Grade by Term(s)
- 3. Total number of absences and tardies

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

The screenshot displays the 'Class Score Detail' page for Student Name. It includes tabs for 'Grades and Attendance' and 'Standards Grades'. The main section is titled 'Class Score Detail'. It features a table with columns for Course, Teacher, Expression, and Final Grade. Below this table are sections for Teacher Comments, Section Description, and Assignments. The Assignments section shows a table with columns for Due Date, Category, Assignment, Flags, Score, %, and Grade. The page indicates that no assignments were found.

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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	The Attendance History page displays information about a student's attendance record for the current term.
 Email Notification	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.
 Teacher Comments	The Teacher Comments page displays any comment that a teacher has entered regarding a student, such as a student's achievement or behavior.

 Report Cards	The Report Cards page displays report cards for the selected student.
 School Bulletin	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.
 Class Registration	On the Class Registration page, students and their parents can manage their course requests for the next school year.
 Balance	The Balance page displays a student's lunch balance or fee transaction information for the current term.
 My Schedule	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.
 School Information	The School Information page displays the physical address and contact information for the selected student's school.
 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.