How to setup PowerSchool Parent Access

Introduction

PowerSchool's Parent Portal is a tool specifically developed for parents and students that integrates into the PowerSchool Student Information System (SIS). Parent Single Sign-On offers a number of benefits, including:

- Access to multiple students with one login
- A personalized account for each parent or guardian
- The ability for parents/guardians to retrieve their own login information
- Ability to update certain student demographic information

Creating Your PowerSchool Parent Portal Account

Before you can log in to the PowerSchool Parent Portal, you will need to create your account and link your child(ren) to it. You should have received a letter from Eastern Lancaster County School District with your child's Access ID and Access Password. This information is needed to link a child to your account. If you do not have this information, contact your child's school office.

NOTE: The Access ID and Access Password for your child should be protected. Only provide this information to individuals who need to monitor your child's progress.
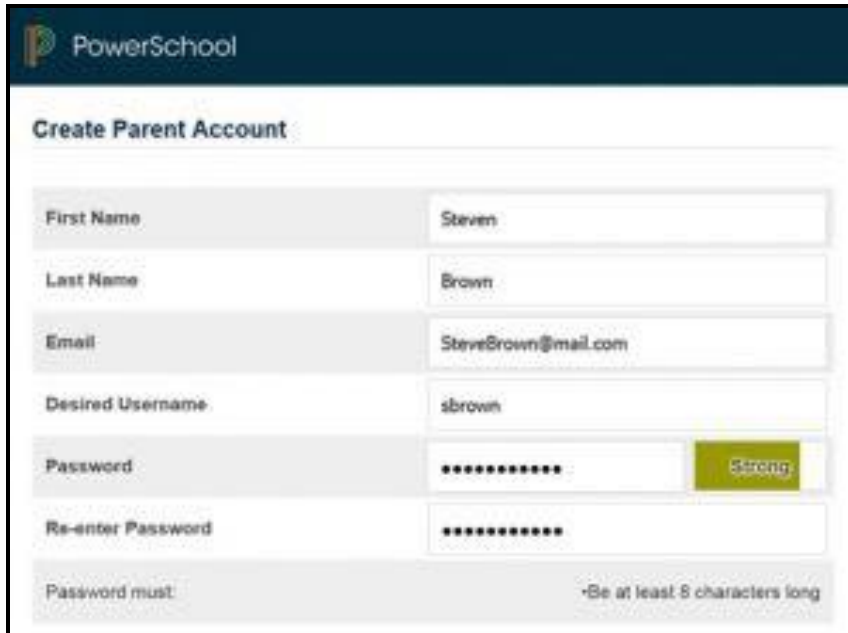

Click "Create Account" tab

Click "Create Account" button

Create Parent Account

Creating an account requires 2 steps: 1. creating your parent/guardian account and 2. linking student to the account.

Enter the following information:

- **First Name** – *Your first*
- **Last Name** – *Your last*
- **Email Address** – *Your email address (must be unique).*
- **Username** – *Your desired username (must be unique).*
- **Password** – *Your desired password (must be at least 8 characters).*

Link Students to Account

This section requires that the information for at least one student be provided. The Access ID and the Access Password should have been provided to you in a separate letter. They are case sensitive and must be entered exactly as indicated in the letter.

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	Justin Brown
Access ID	brown.110497
Access Password	••••••••••
Relationship	Father

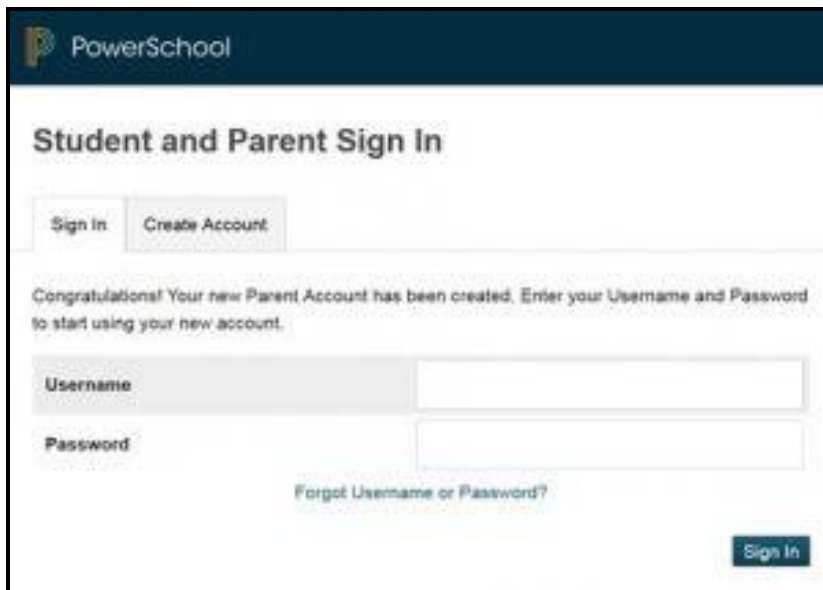| 2	
Student Name	Caitlyn Brown
Access ID	brown.021499
Access Password	••••••••••
Relationship	Father

Enter the following information:

- **Student Name** – *The name of the student in "First Last"*
- **Access ID** – *The student's Access ID from the PowerSchool Parent Access*
- **Access Password** – *The student's Access Password from the PowerSchool Parent Access*
- **Relationship** – *Your relationship to the student. Choose a value from the drop-down*

Continue adding additional students. You should have received a separate PowerSchool Parent Access letter for each student in your family. The credentials for each student are unique and should be kept private.

When you've finished, press the "Enter" button
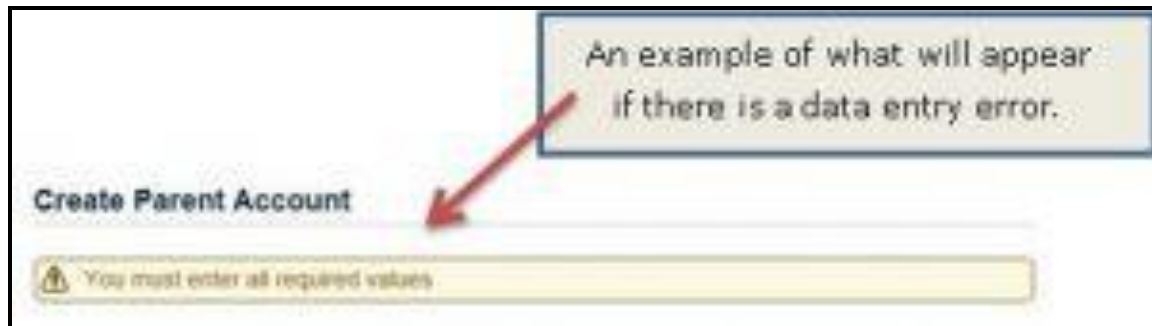Account Successfully Created!

If everything is correct, you will be returned to the sign in screen.
Enter your Username and Password you just created to start using your new account.

Common Account Creation Errors

If there are any problems, PowerSchool will indicate the error and ask you to correct the problem. Common errors include: failure to complete all fields, entering an email address or username that is already associated with another account, or entering an incorrect student access ID or password.

Remember that access ID's and password are case sensitive; please enter them exactly as indicated in the letter.

When an entry error occurs, you will need to re-enter any information that was not entered correctly. Also, for security reasons, you will need to re-enter all passwords.

Switch Students

Once you've signed-in to the PowerSchool Parent Portal, you can easily switch between the students in your family. A button will appear in the upper-left corner of the screen for each student that has been linked to your account.

Forgot Your Password?

If you forget your password, you can request a password reset from the system at any time. Just click the "Having trouble signing in?" link on the Parent Sign-in page.

Fill in your Username and Email Address.
The system will authenticate your information and send you a security token with instructions on how to re- set your password.

It is important to note that the security token sent is only good for 30 minutes. If you do not re-set the password in the allotted time, you will need to repeat the process.