POWERSCHOOL PARENT PORTAL





Application Training Support DALLAS ISD

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OVERVIEW

This guide will help with processes of enrollment for the Parent using the New Parent Portal powered by PowerSchool; as well as Parents who already has a Parent Portal account.

STEP 1: ACCESS THE PARENT PORTAL

 Click on or go to <u>Parent Portal</u> (<u>dallasisd.powerschool.com/public</u>) to login into the Parent Portal.

NEW TO PARENT PORTAL	
Any parent who has NEVER had a Parent Portal accoun prior to PowerSchool. Will need to create a new accoun	t t.
DALLAS	
Student and Parent Sign In	
Sign In Create Account	
Username	
Password Forgot Username or Password?	
Sign In	
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• Click on the Create Account tab to begin creating a parent account.



• The Create an Account page will appear.

POW	erSchool
Stude	nt and Parent Sign In
Sign In	Create Account
Create a	n Account
Create a pa also manag	rent account that allows you to view all of your students with one account. You can a your account preferences. Learn more.
	Create Acco
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- o First Name
- o Last Name
- o Email

- o Desired Username
- o Password
- o Re-enter Password

arent Ac	count Deta	ils		
First Name				
.ast Name	ġ.			
Email				
Desired Us	sername			
assword				
Re-enter P	assword			
Password nust:	•Be at least 7 characters long	•Contain at least one uppercase and one lowercase letter	•Contain at least one letter and one number	•Contain at least one special character

PASSWORD:

 In the next section enter in the Access ID and Password of each student that was given by the CRC, Registrar, or Central Staff at the location of enrollment.

STEP 2: LINKING STUDENTS

1. Under Link Students to Account; enter the Access ID, Access Password, and Relationship of the parent to the student in the designated fields.

nter the Access ID, Access Passwo our Parent Account	ord, and Relationship for each student you wish to add to
1	
Student Name	
Access ID	
Access Password	Incomed Tierds
Relationship	Choose
2	
Student Name	
Access ID	
Access Password	

Parents can enter up to seven (7) Access IDs and Passwords.

- 2. Click Enter after entering in all Parent Information and student information to link to the Parent account.
- 3. The Parent will be taken back to the sign in page.

Powe	erSchool	
Stude	nt and Pare	ent Sign In
Sign In	Create Account	
Congratulati to start using	ions! Your new Pare g your new account.	ent Account has been created. Enter your Username and Password .
Username	9	
Password	I	
		Forgot Username or Password?
		Sign In

4. Login with the **Username** and **Password** just created.

Step 3: INSIDE PARENT PORTAL

2	Powers	School							Welco	me, Rikiah Pratt	Help Sign (
avier										Ľ	4 1 1
avig	ation	Create		-1 0 4					(4.	
š,	Grades and Attendance	Grade	is an	a At	tenc	and	e: Pr	att, 7	avier Ja	de	
6	Grade History	Grades a	and Atten	dance	Star	dards (Grades				
⁷ D	Attendance						Attend	ance By	y Class		
a	Email	Exp	Li M T	ast Wee	ek H F	M	This W	eek H	Course	Absences	Tardies
	Teacher Comments							At	tendance Totals	0	0
•	School Bulletin						Show dro	pped cla	asses also		
d	Class Registration	Legend	ce Codes:	Blank=	Present	U=Une	xcused Abs	ence T=	-Tardy S=Attend :	School Function N=1	Citizenship
9	Balance	Appl/Cere H=Health	mony L=0 Care Provi	College \ ider R×	/isit C= Holy Da	Comp E 7 G#Ho	DUC Home mebound Ir	Instr J=	Court V=Election	Clerk E=Excused A sension O=Out of Se	bsence (theol Suspension
0	My Schedule	M=Taps DV=Election	DL=Colley on Clerk (D	ge Visit () DH=	D) DC+ Health C	Comp E are Pro	DUC Home	R=Holy D) DN=Citizenship Day (D) DG=Hom	Appl/Ceremony (D) abound Instruction (D	DJ=Court (D)) DM=Taps (D)
ė	School Information										
8	Account Preferences										
ŕ	2018-2019 New Student Registration										
r	2018-2019 PreK Enrollment										
r	2018-2019 Returning Student										

Once inside the Parent Portal to access the Online Application follow the bellow steps.

• On the right side of the screen click on the appropriate Online Application.



- o 2018-2019 New Student Registration
- o 2018-2019 PreK Enrollment
- o 2018-2019 Returning Student Registration
- After clicking on the needed online application, you will be taken to the specific Online Application.
- Follow the steps on the screen to proceed.



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Step 4: RETURNING PARENTS

For any parent who has previously used the former Parent Portal Account he/she can access the newly revised Parent Portal powered by PowerSchool by following the below steps.

 Click on or go to <u>Parent Portal</u> (<u>dallasisd.powerschool.com/public</u>) to login into the Parent Portal.

Student and Parent Sign In Sign In Create Account Username	
Sign In Create Account Username Password	
Username Password	
Password	
Forgot Username or Password?	
	Sign In

- Login with username from the previous Parent Portal Account (school or Central Staff can access the previous username account).
- For password use changeme01!
- Click Sign In

All returning parents will need to reset their password to link his/her old Parent Portal Account to the newly PowerSchool Parent Portal Account.

• There will be a page that prompts the Parent to change their password.

P	owerSchool
han	ge Your Password
Yc	ur password has been reset by the administrator. Please create a new password.
ι Cι	irrent password is not correct.
≜ • •	New password must. Be at least 7 characters long Contain at least one uppercase and one lowercase letter Contain at least one letter and one number Contain at least one special character
Curre	nt password
New p	bassword
Re-er	ter new password
	Enter

- Enter in temporary password and the credentials for creating a new password.
- Click Enter
- The parent will be prompted to login using the newly created password.

- RECORD PARENT INFORMATION HERE:
- After logging into the **Parent Portal**, you will see your students who were linked to your account from the previous Parent Portal.



For any previous students click on the Student
 Name tab at the top of the screen to move from student to student.



• On the right side of the screen click on the appropriate Online Application.



- o 2018-2019 New Student Registration
- o 2018-2019 PreK Enrollment
- o 2018-2019 Returning Student Registration
- After clicking on the needed online application, you will be taken to the specific Online Application.
- Follow the steps on the screen to proceed.



2.2.1: Adding Students to Current Parent Portal

From the homepage on the left side click Account
 Preferences.



• The Account Preferences page will appear.

Profile	Students		
you wa ou may assword	nt to change the name, do so below. Please cli 1.	e-mail address, username or password associated wi ck the corresponding Edit button to make changes to y	th your Parent account, your username, or
First	Name:	Riklah	
Last I	Name:	Pratt	
Email	:	ripratt@dallasisd.org	
Selec	t Language	Select a Language *	
Userr	name:	ripratt 🗾	
Curre New p	ent Password: bassword must:		
• Be a	tain at least one upper	ig	
• Con	tain at least one letter a	and one number	
• Con	tain at least one specia	I character	

• Click on the **Students** tab.



- This will take you to the student page.
- From here you can add students.

Profile	Students	
		Add
My Stu	dents	
To add a	student to your Parent account, click the ADD button.	
1. Xavie	r Pratt	

- Click the Add button.
- The Add student popup will appear.

Student Name		
Access ID		
Access Password		
Relationship	Choose 🔻	

- Enter in all fields to add student.
 - o Student Name
 - o Access ID
 - o Access Password
 - o Relationship

Student Access II	nformation	
Student Name	Kaleb Pratt	
Access ID	294013	
Access Password	•••••	
Relationship	Mother •	

- Click OK
- A confirmation page will appear.

Profile	Students	
		1
/ly Stu	dents	
 	Changes Saved	
o add a	student to your Parent account, click th	e ADD button.
1. Kalet	Pratt	
2 Xavie	er Pratt	

- To access the newly added student(s)at the top of the page in the navigation bar you can see all added students.
- Repeat process for adding students to current Parent account.

