PowerSchool Parent Portal Manual

Contents

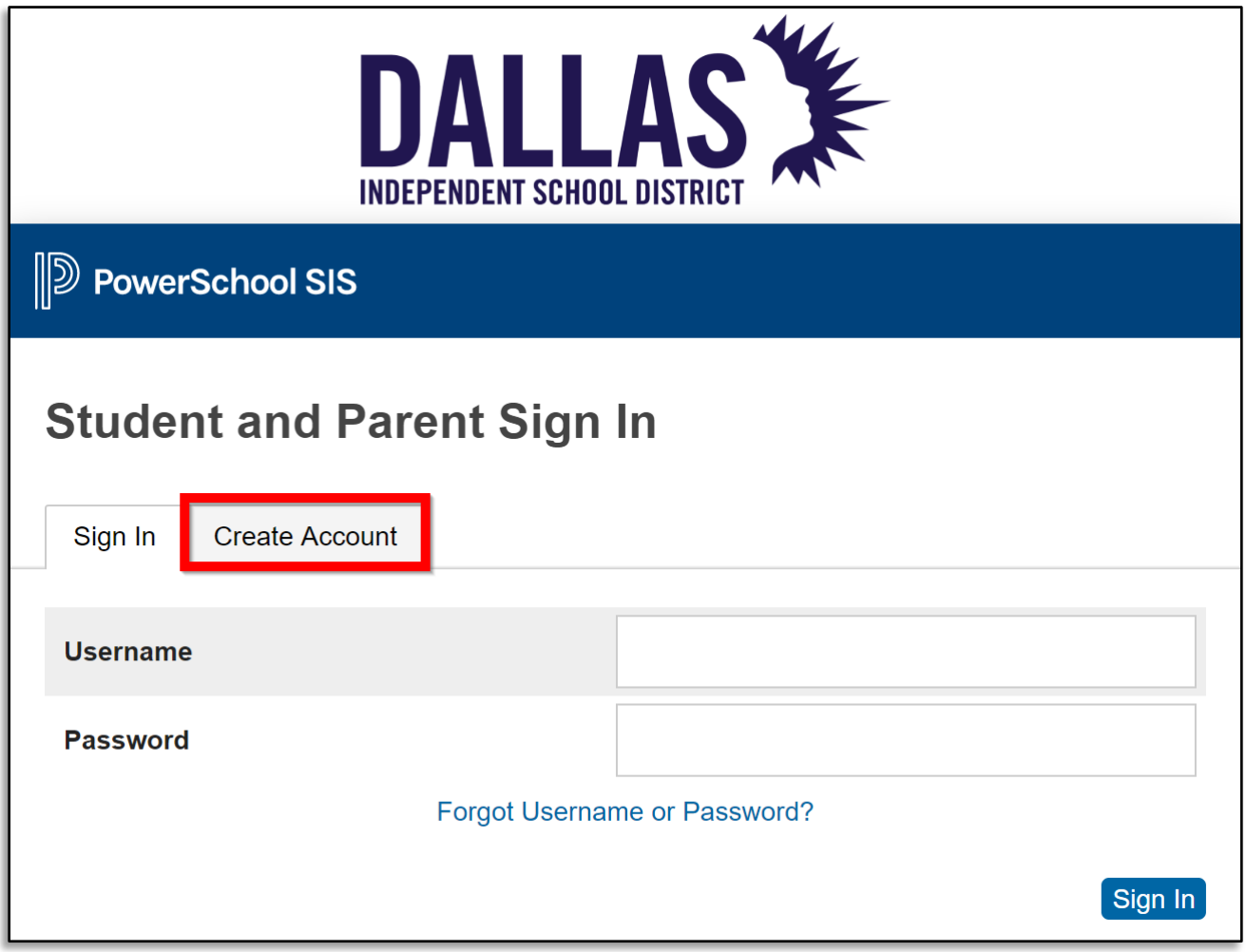
NEW **2**
New Parent Portal Account 2
RETURNING **9**
Returning Parent – Has Unified Classroom Username and Password 9
Returning Parent – Retrieving Username and Password 12
Retrieving your Username 12
Retrieving your Password 15
Returning Parent – Snapcode Requested 18
ADD STUDENTS WITHIN PARENT PORTAL **19**

NEW

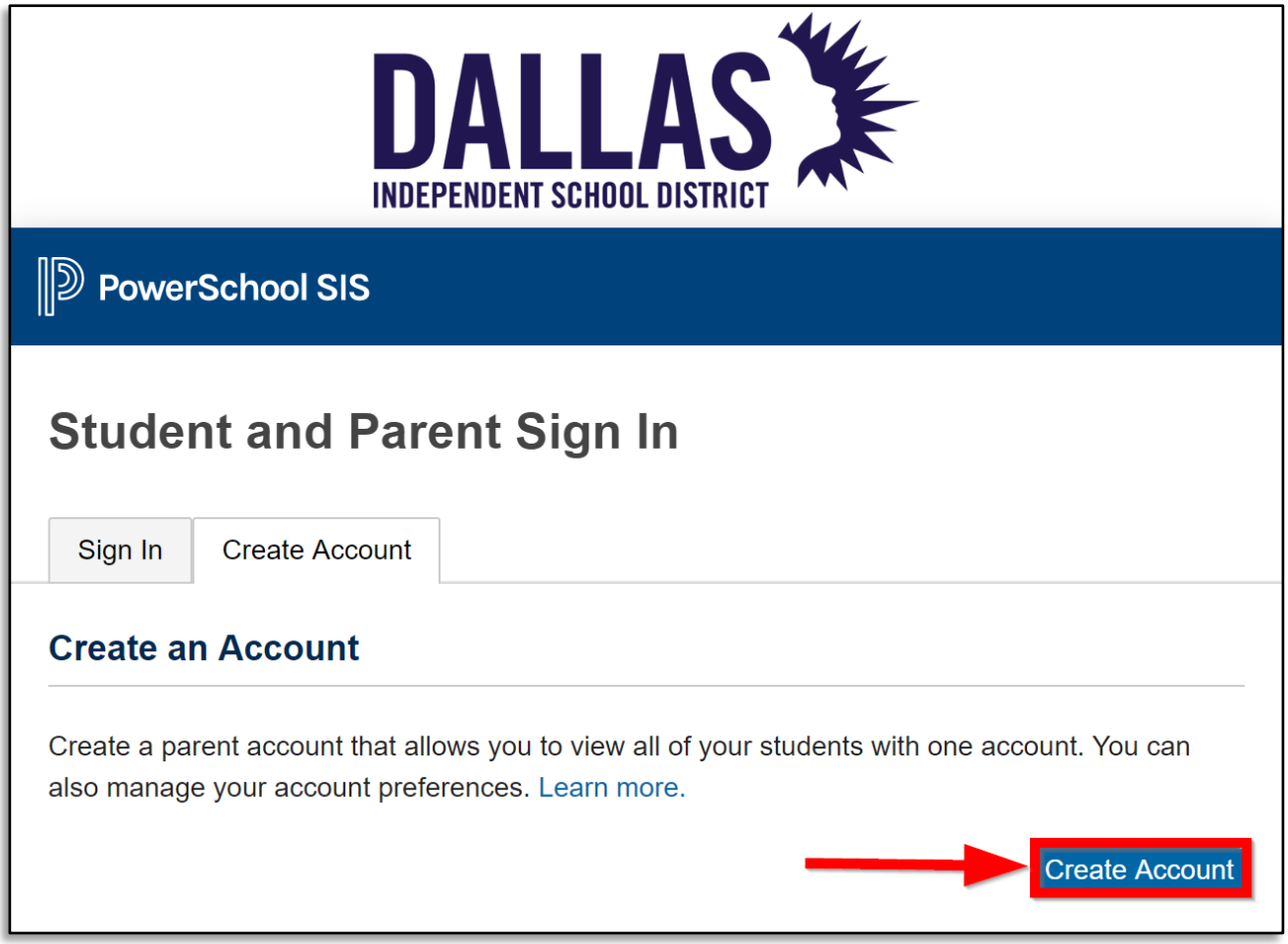
New Parent Portal Account

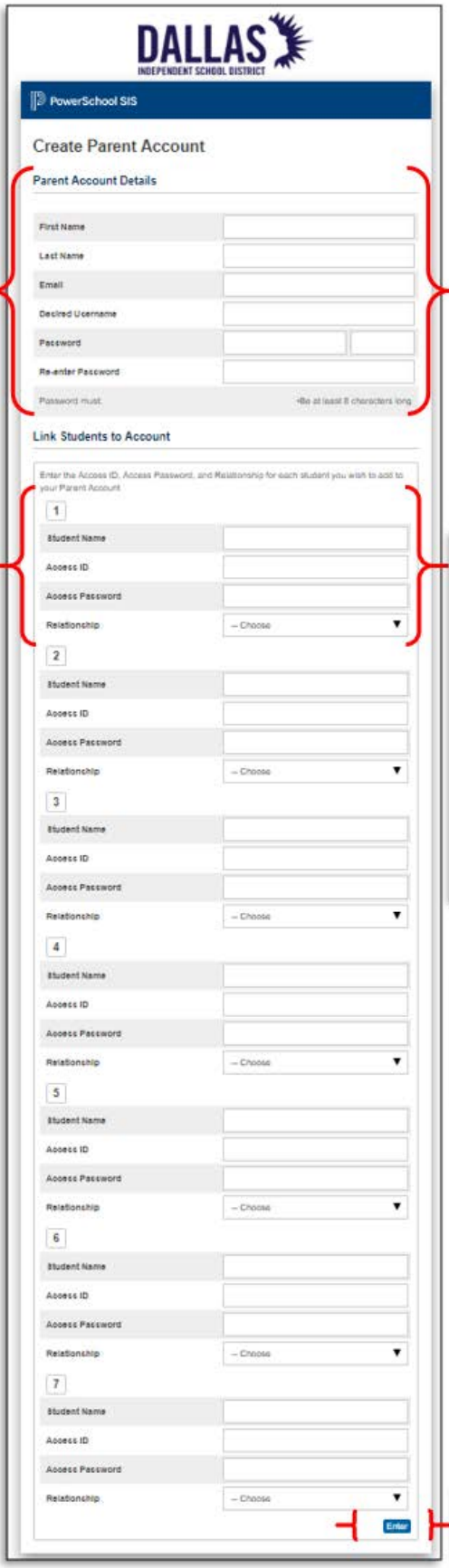
Parents with new students that have never had Parent Portal, please follow the steps below to create a Parent Portal account:

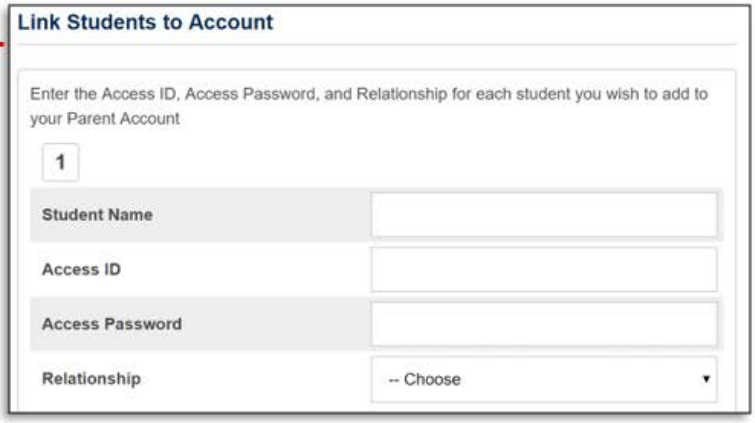
1. Once student has been enrolled into PowerSchool, you the parent/guardian will be provided with an **Access ID & Password**.
2. You will go to https://dallasisd.powerschool.com/public then click on the **Create Account** tab.



3. From the Create Account tab, click on **Create Account** to begin the creation of your Parent Portal Account.







NOTE: You are required to enter at least information for **1 student** You can link up to **7** students to your Parent Portal Account.

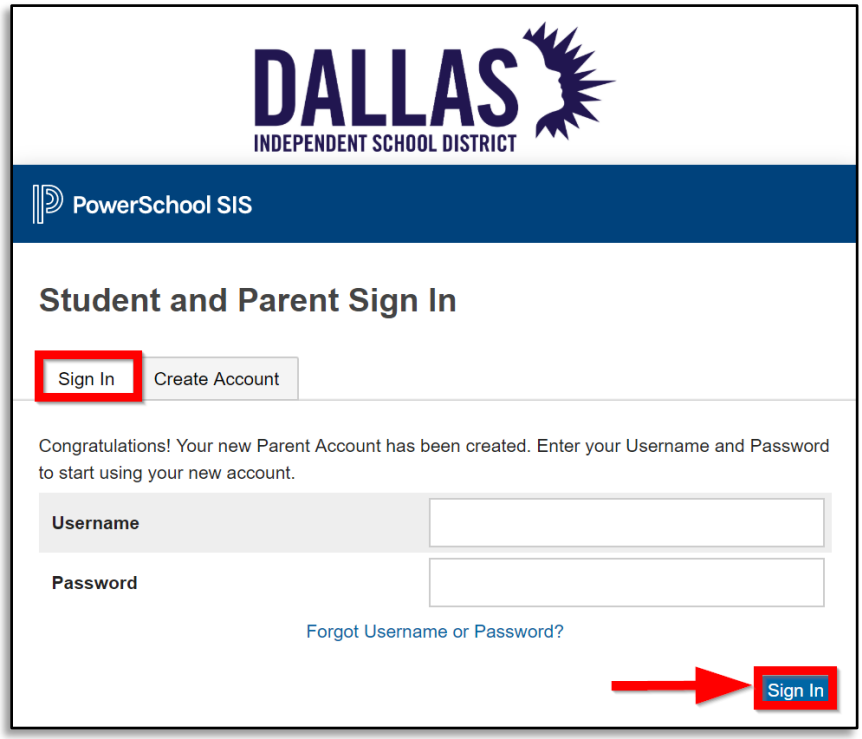
4. From the **Create Parent Account** enter the following information as the parent/guardian under the **Parent Account Details**:
    a **First Name**
    b **Last Name**
    c **Email -** this will be the parent/guardian's full email address
    d **Desired Username**
    e **Password**
    f **Re-enter Password**

> **NOTE:** Parent/Guardian **MUST** have a **valid email address** to access the new Parent Portal. If the parent does not have a valid email address, they must create one.

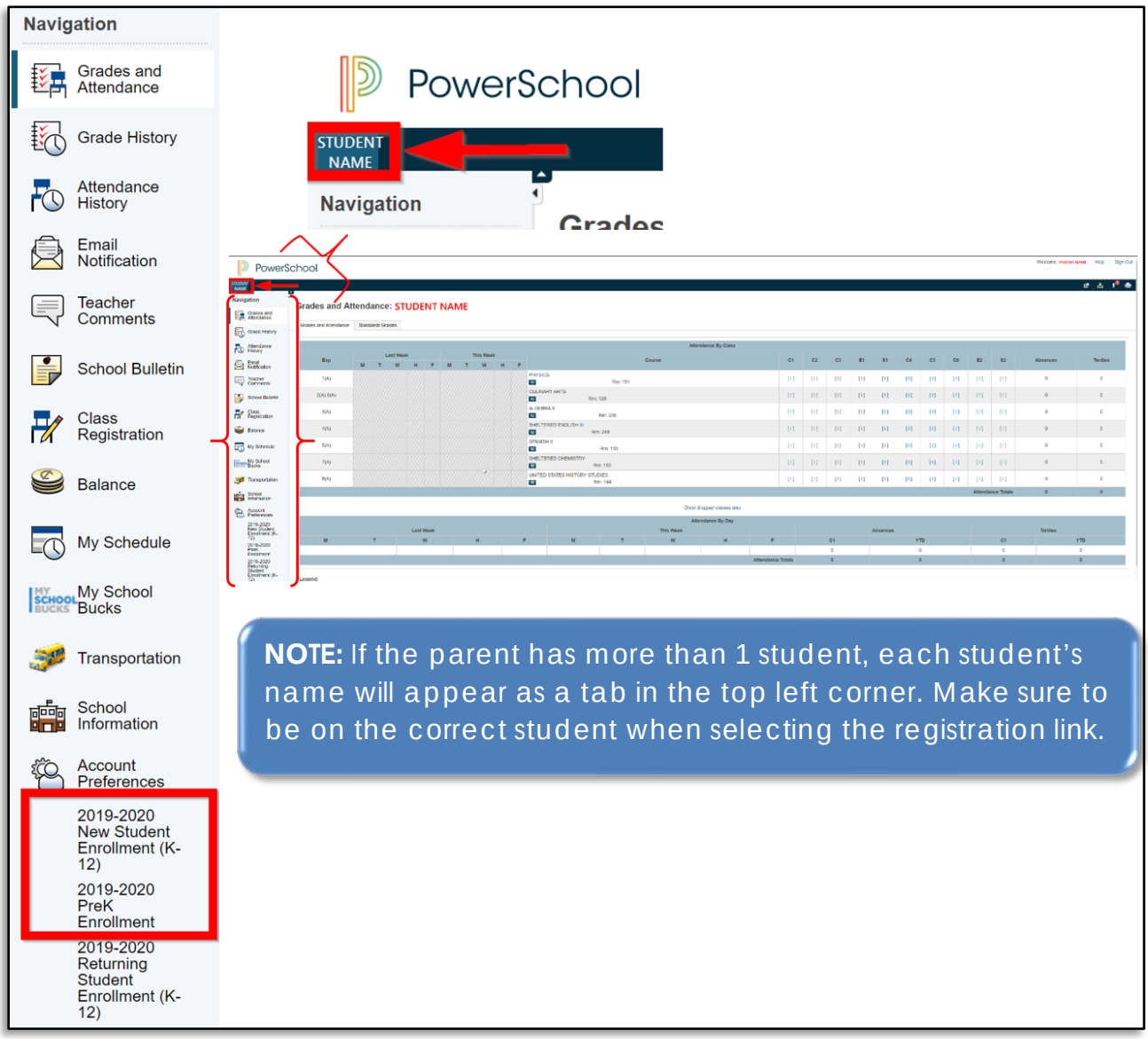
5. From the **Create Parent Account** enter the following information for the student under the **Link Students to Account**:
    a **Full Name**
    b **Access ID –** provided to you by the campus or intake center
    c **Access Password –** provided to you by the campus or intake center
    d **Relationship –** from the dropdown menu, identify your relationship to the student

> **NOTE:** Be sure you are entering the exact name stated on the **Birth Certificate** for your student.

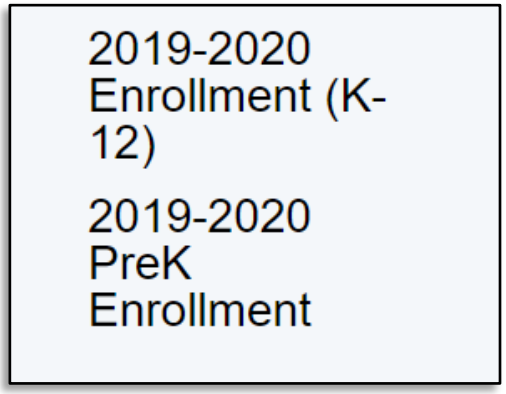
6. Once you have entered your information and the student information to be linked, scroll to the bottom and click **Enter**.
7. After clicking Enter you will be re-directed to the **Sign In** page. Be sure to enter the Username and Password you just created and click Sign In.



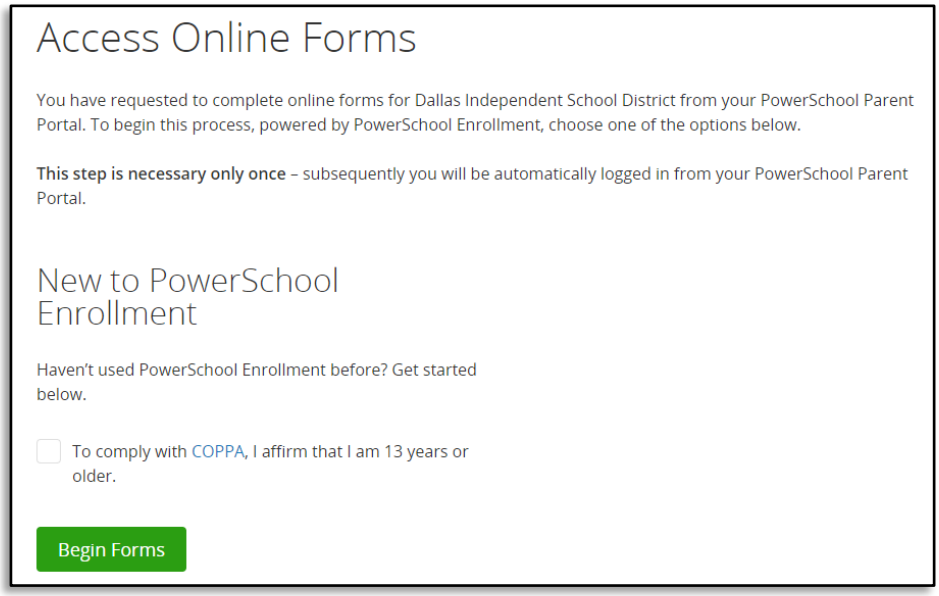
8. Once you click **Sign In** you have now entered your PowerSchool Parent Portal Account.

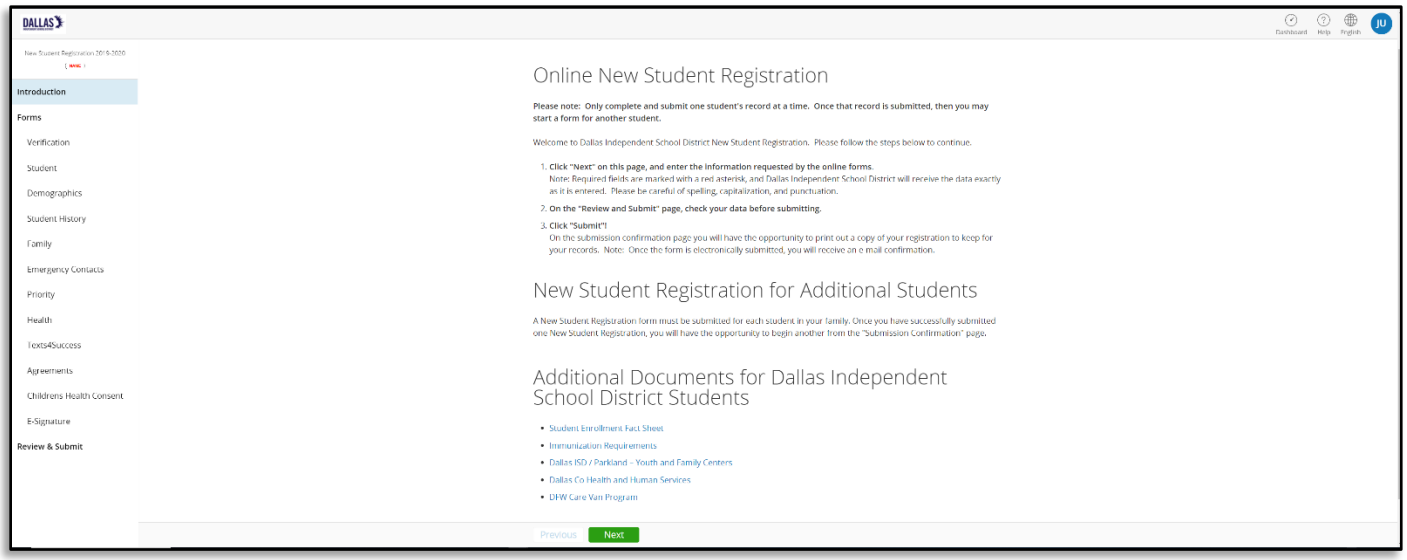


9. Select the appropriate registration link to complete your student enrollment for the 2019-2020 school year.



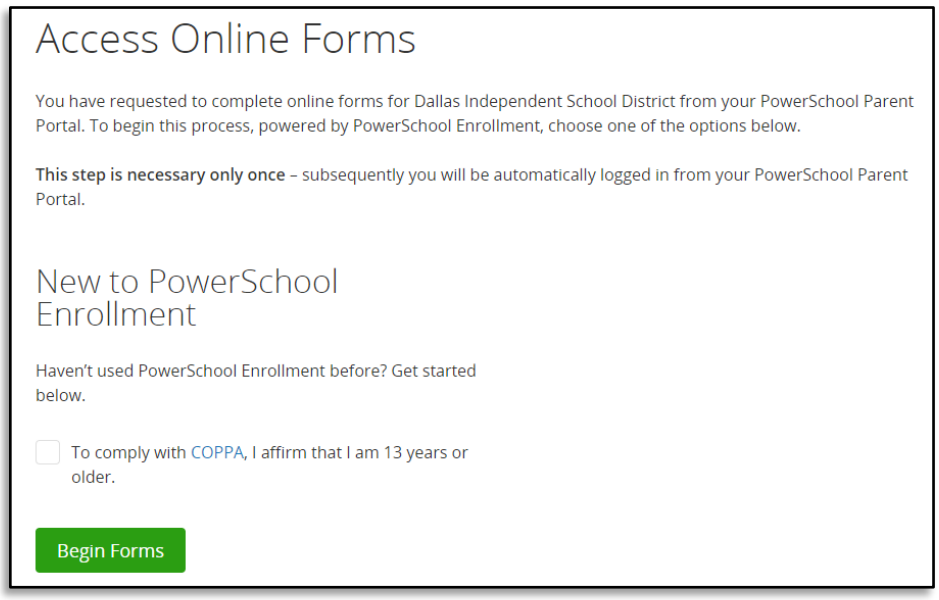
10. 2019-2020 Enrollment (K-12)

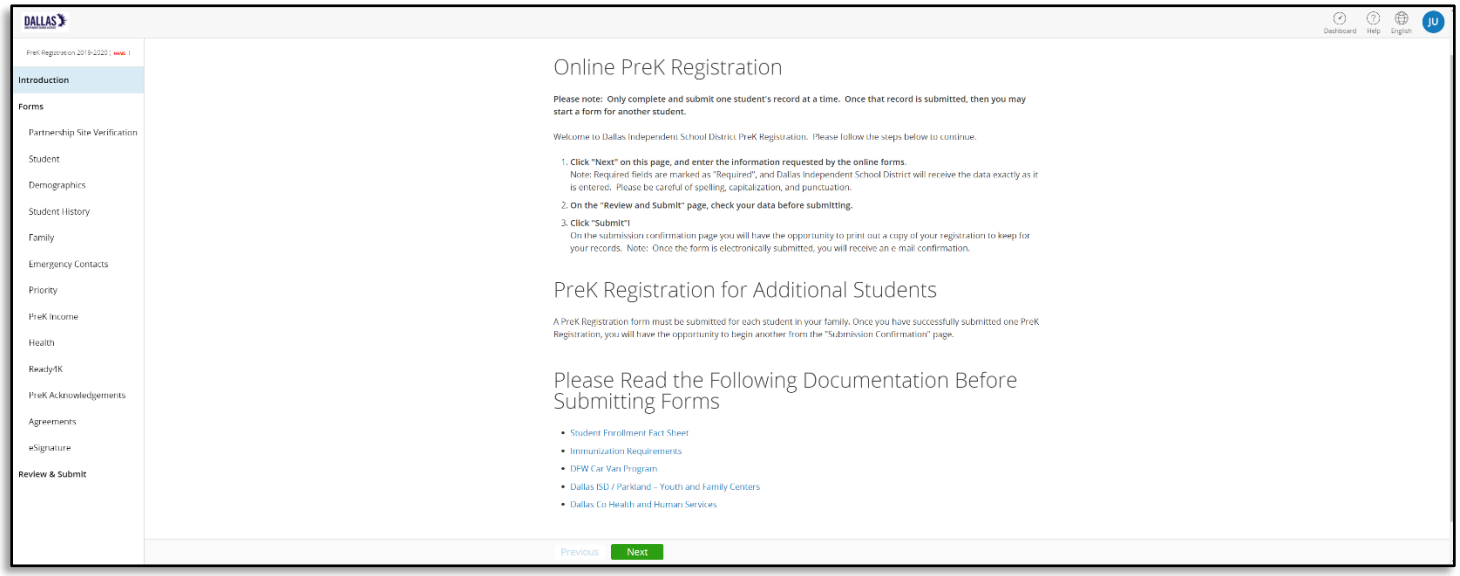




NOTE: Review all forms and enter all fields. You will view a **Confirmation Page** when all forms are completed with next steps and receive a **Confirmation Email** stating you have successfully submitted Online Enrollment Application.

11. 2019-2020 PreK Enrollment





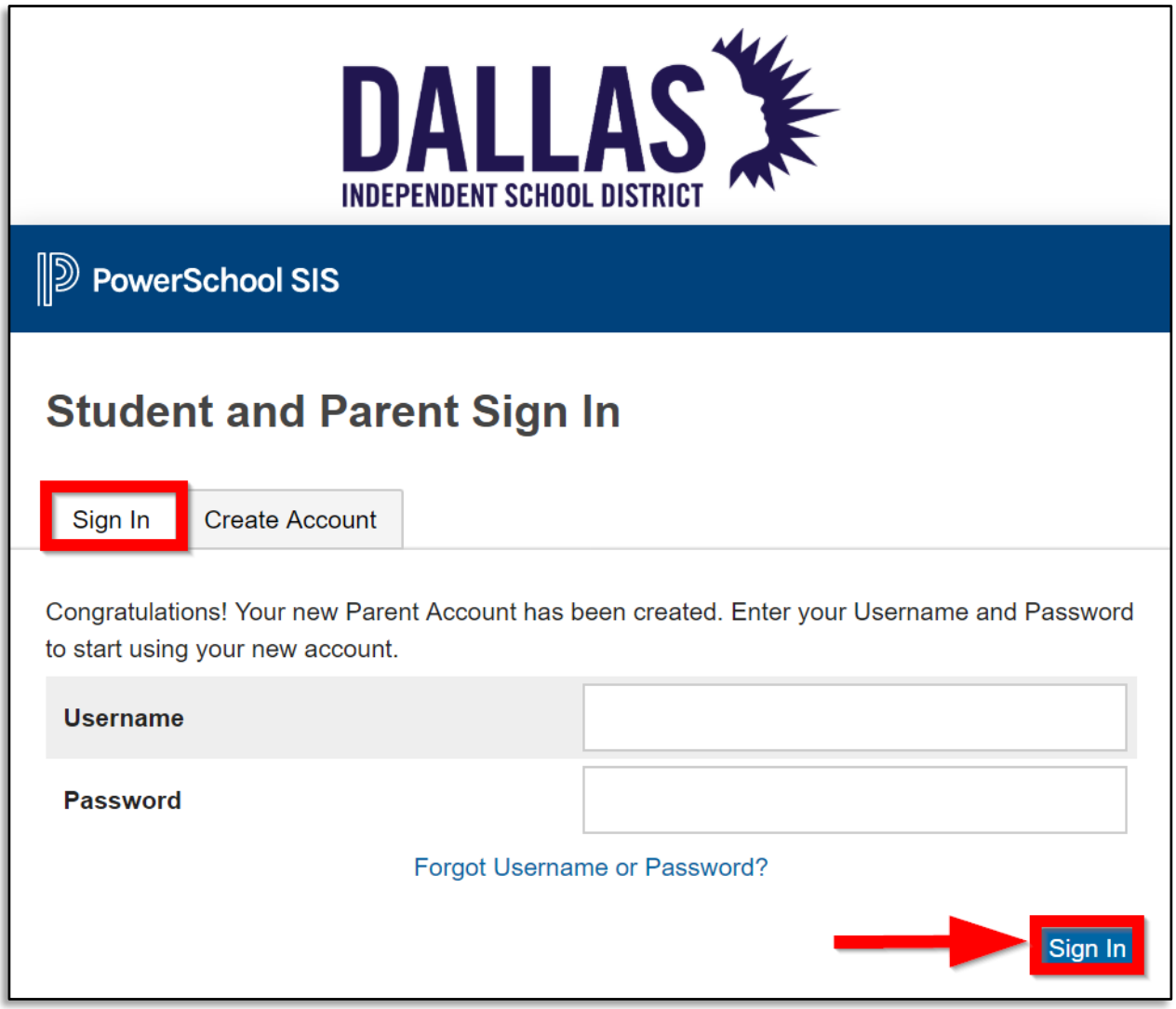
NOTE: Review all forms and enter all fields. You will view a **Confirmation Page** when all forms are completed with next steps and receive a **Confirmation Email** stating you have successfully submitted Online Enrollment Application.

RETURNING

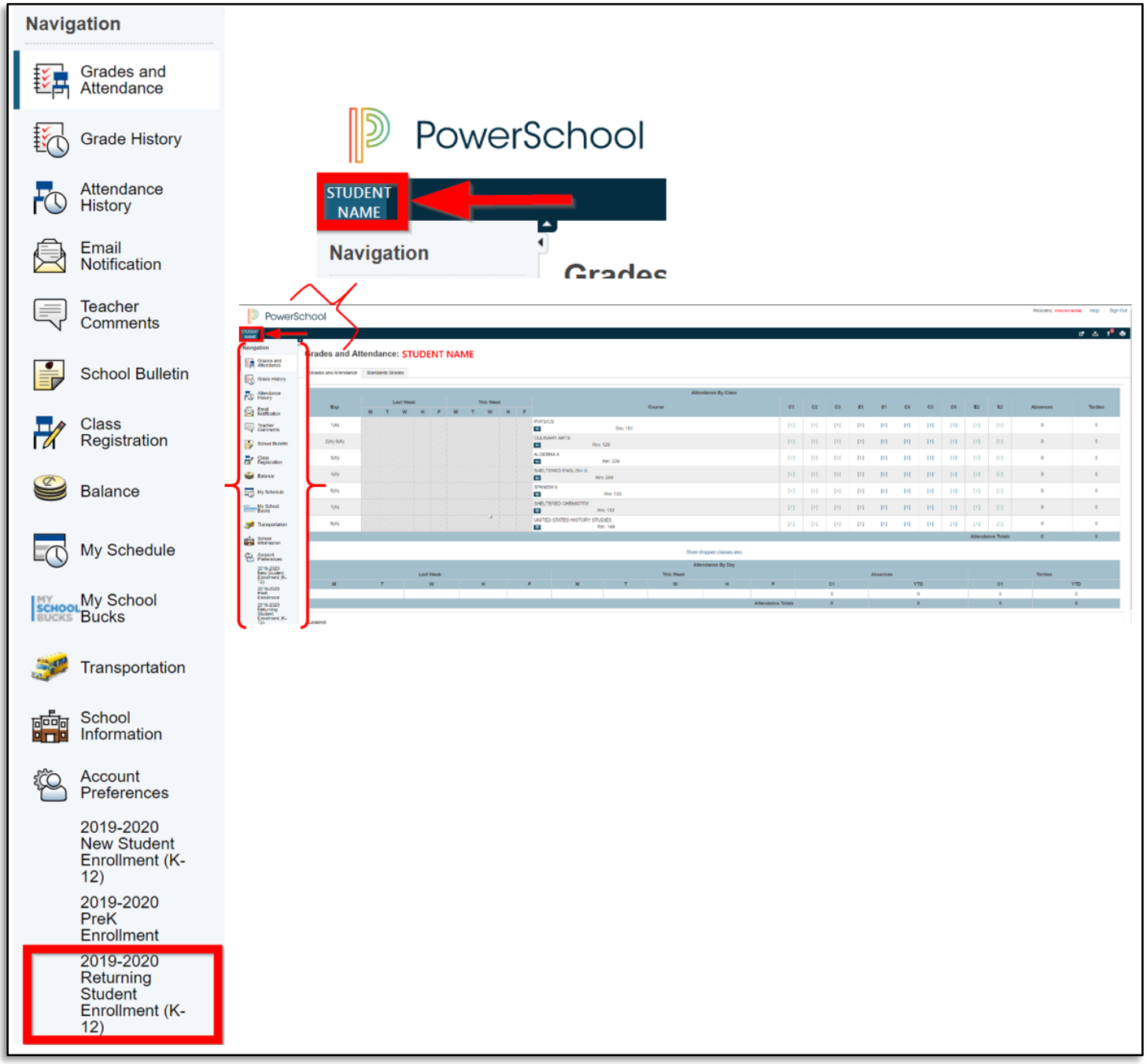
Returning Parent – Had Unified Classroom Email and Password

Returning parents with a previous Unified Classroom account, please use your Username and Password for the PowerSchool Parent Portal Account:

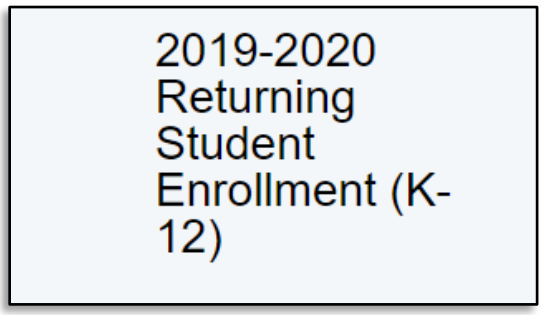
1. You will go to https://dallasisd.powerschool.com/public then click on the **Sign In** tab.



2. Once signed in, the parent will see the student's dashboard to view any teacher comments and their classes.

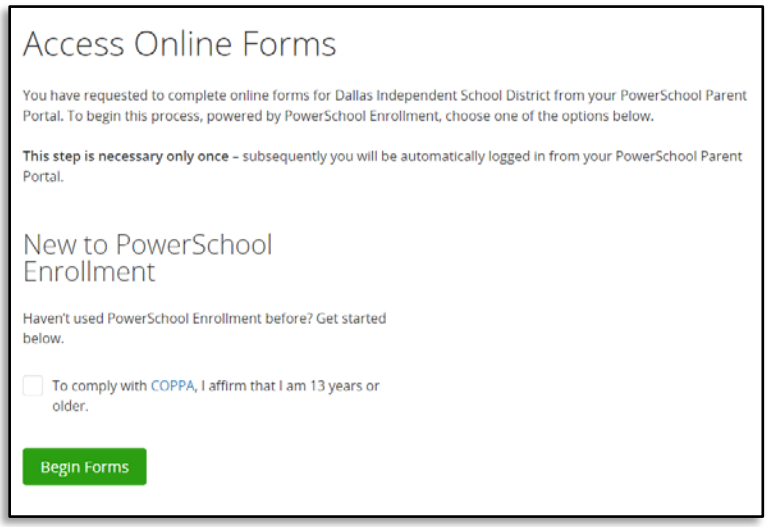


3. To update any registration information, the parent/guardian will select the appropriate registration link.

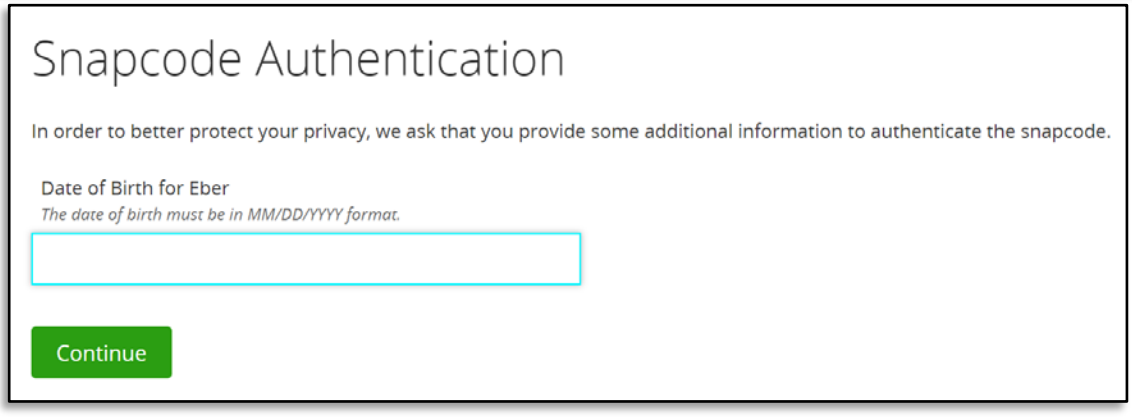


NOTE: Pre-K students will apply using Pre-K enrollment application each year. Only Pre-K transitioning to Kinder will use the returning link.

4. 2019-2020 Returning Student Enrollment (K-12)



NOTE: Returning Student needing a Snapcodes will contact the **ONE Enrollment Center** at **972-925-5560**.

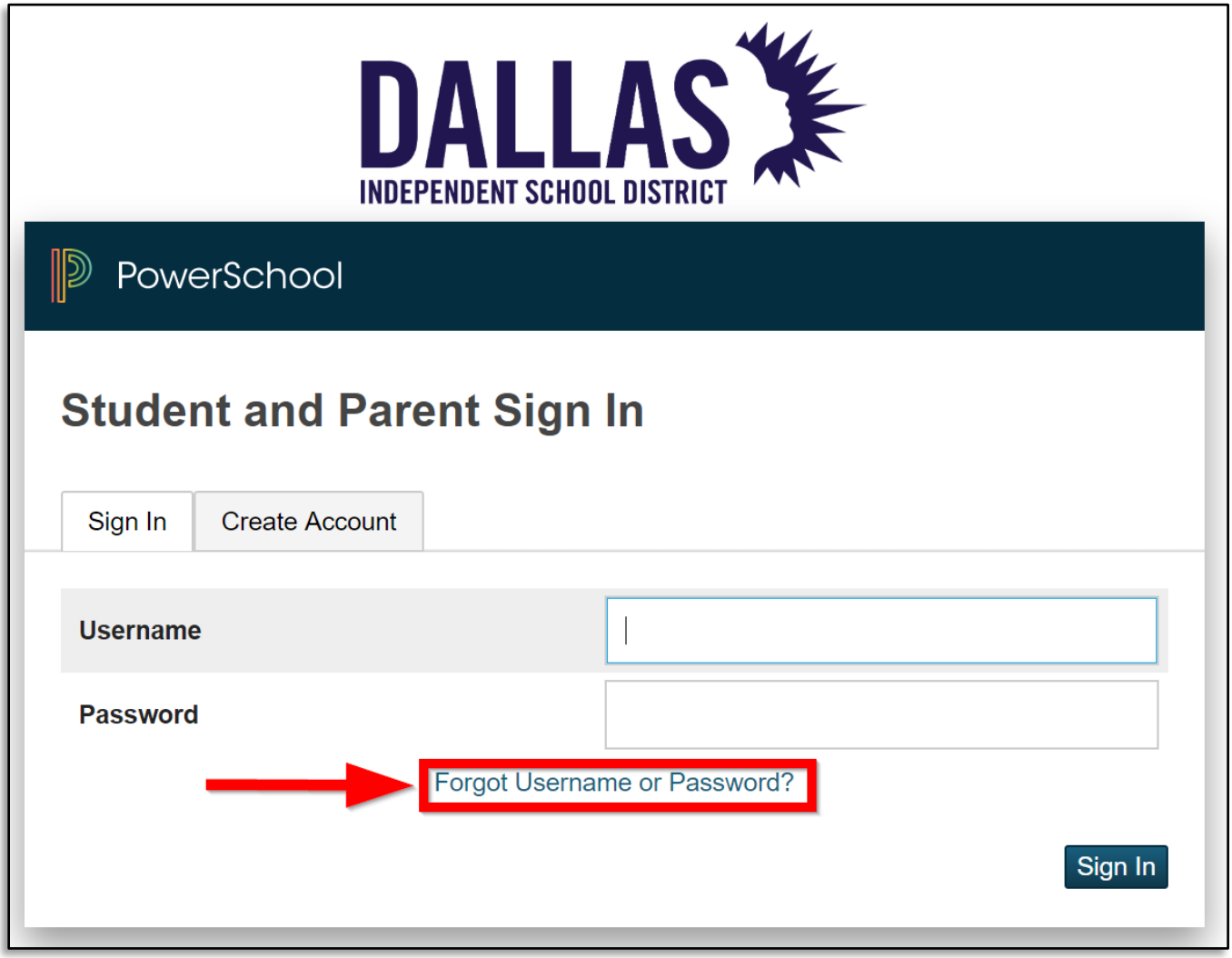


Returning Parent – Retrieving Username and Password

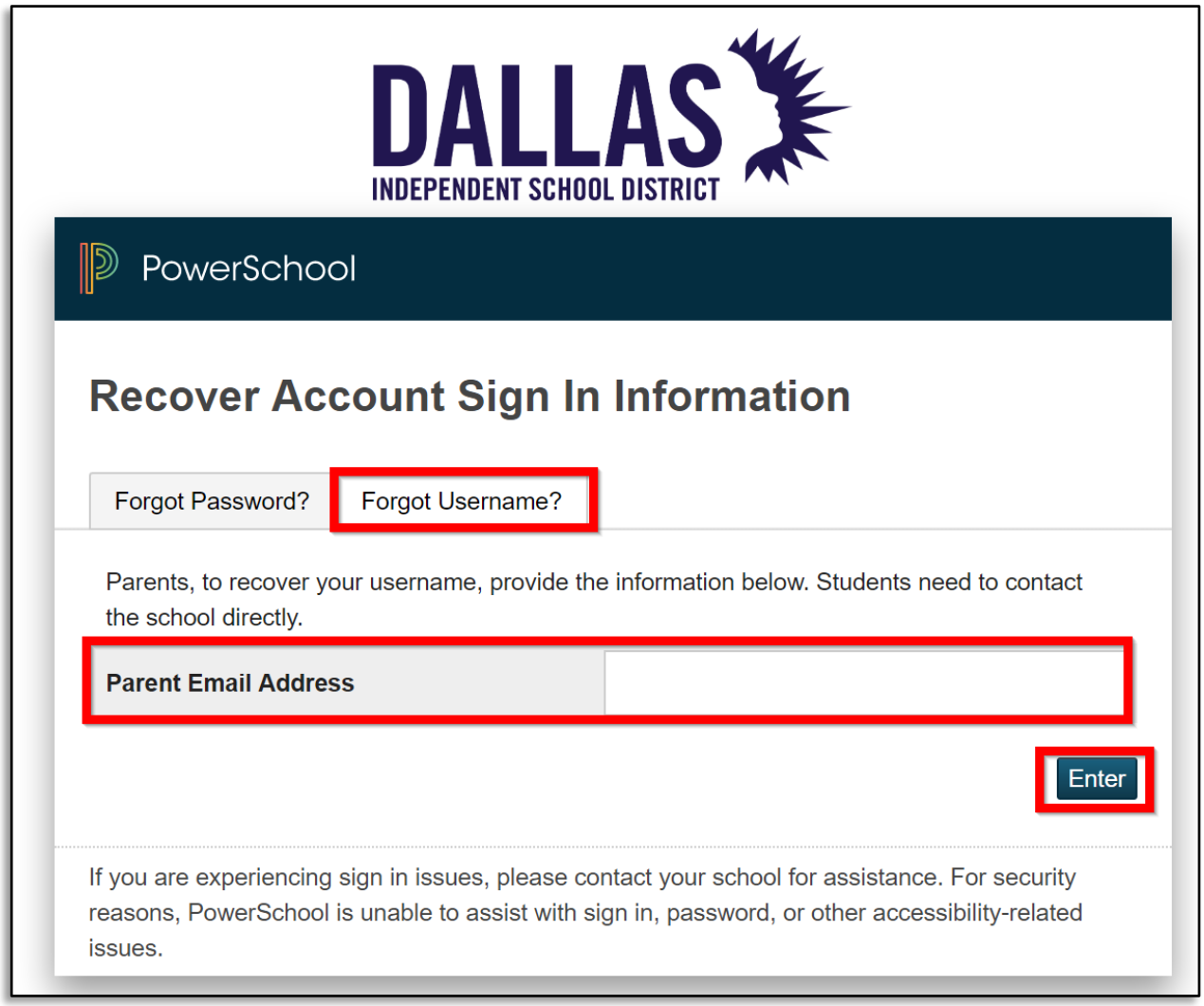
Returning parents with previous Unified Classroom account, please follow the steps to retrieve your Username and Password for the PowerSchool Parent Portal Account:

Retrieving your Username

1. You will go to https://dallasisd.powerschool.com/public then click on the **Forgot Username or Password?** link.



2. Click on the **Forgot Username?** Tab.
    a. Enter your Unified Classroom **Email Address**
    b. Then click **Enter**



    c. You will receive a popup that if the email address you provided is associated with an account then you will receive an email with your account username.

3. Below is an example of the generated email you will receive from PowerSchool.

From: <powerschool@dallasisd.org>
Date: Wed, Jun 26, 2019 at 2:18 PM
Subject: PowerSchool Username Request
To:

Your PowerSchool Username is uce [redacted].

To sign in, visit the link below.

https://dallasisd.powerschool.com:443/public/recover_username.html

If clicking the link above does not work, copy and paste the web site address in a new browser window instead.

If you have forgotten your password, click the "Having Trouble Signing In?" link on the sign in page and follow steps for recovering your password.

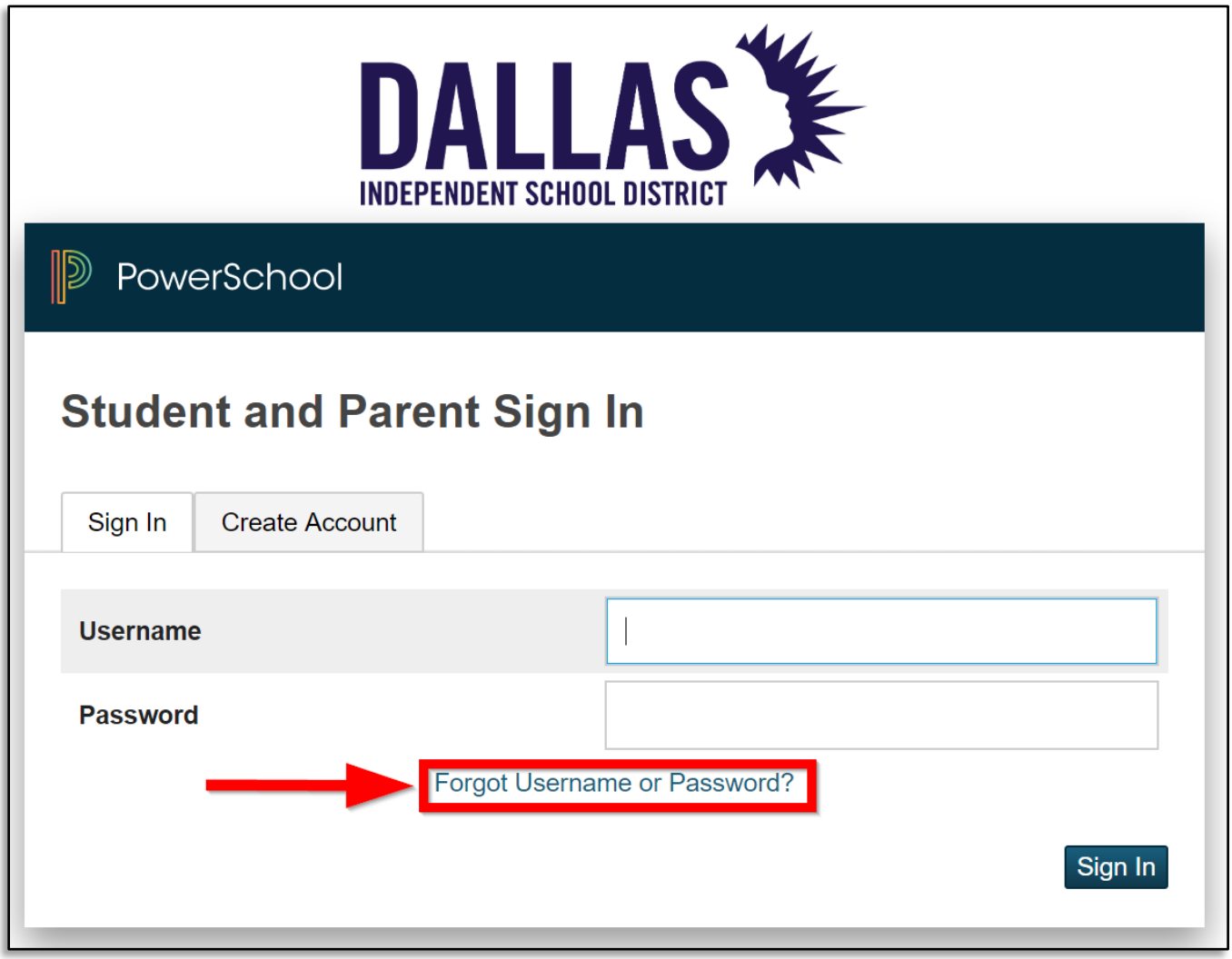
Note: Replies to this message are not monitored or answered.

Sent on behalf of parentportal@dallasisd.org

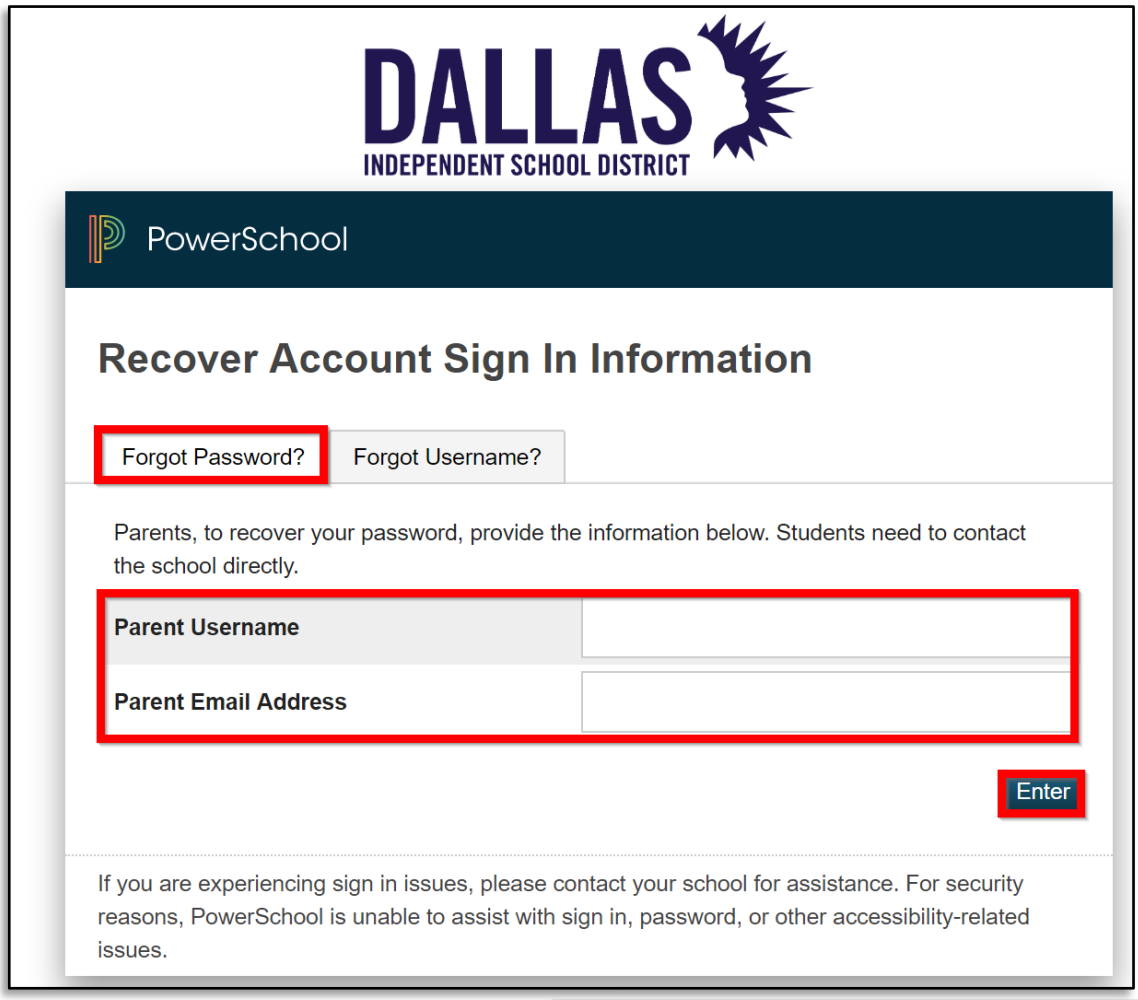
NOTE: If you don't receive an email. Please be sure to check your junk or spam folder.

Retrieving your Password

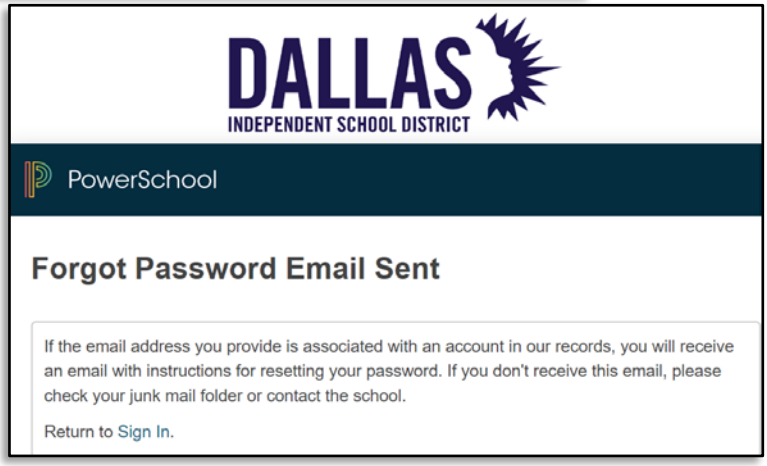
1. You will go to https://dallasisd.powerschool.com/public then click on the **Forgot Username or Password?** link.



2. Click on the **Forgot Password?** Tab.
    a. Enter the **Username** that was provided in the email
    b. Enter your Unified Classroom **Email Address**
    c. Then click **Enter**



    d. You will receive a popup that a Password Email has been sent.



3. Below is an example of the generated email you will receive from PowerSchool.

From: <powerschool@dallasisd.org>
Date: Wed, Jun 26, 2019 at 2:30 PM
Subject: PowerSchool Password Reset Request
To:

You recently requested a new password.

To reset your password, visit the link below. This link is valid for only 24 hours.

https://dallasisd.powerschool.com:443/public/recover_password.html?t=asHue8xAXrkNqg7CZrjvvR0294dc3a

If clicking the link above does not work, copy and paste the web site address in a new browser window instead.

If you have forgotten your username, click the "Having Trouble Signing In?" link on the sign in page and follow steps for recovering your username.

Note: Replies to this message are not monitored or answered.

Sent on behalf of parentportal@dallasisd.org

NOTE: If you don't receive an email. Please be sure to check your junk or spam folder.

Returning Parent – Snapcode Requested

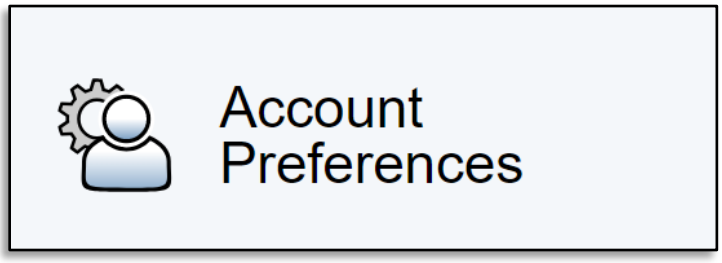
Returning parents after logging into your Parent Portal Account, you select **2019-2020 Returning Student Enrollment (K – 12)** and a 15-character snapcode is requested you have two options:

1. Contact your campus and your snapcode will be provided to you
2. If your student was not on the roster as of April 2019 a snapcode was not generated. In that case you will complete the new student form which is identified as **2019-2020 Student Enrollment (K – 12).**

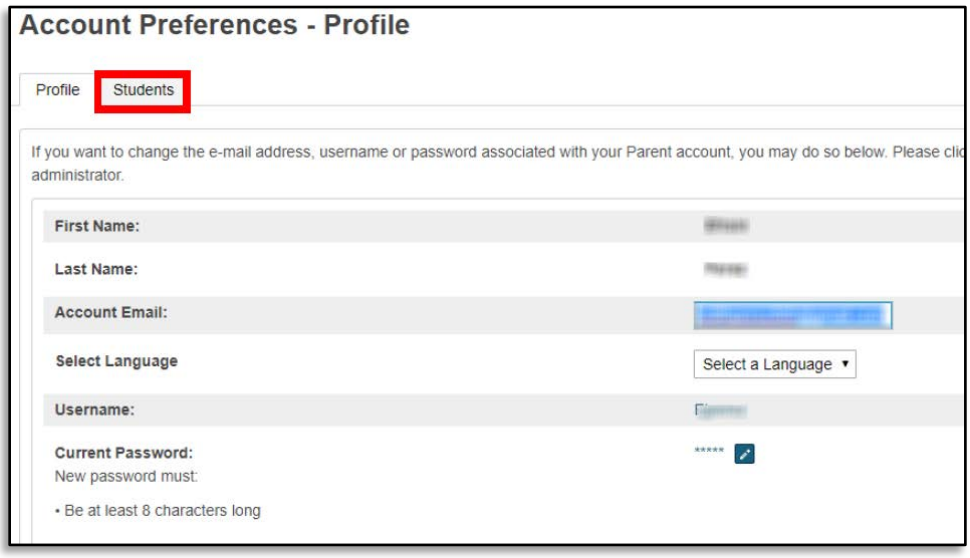
ADD STUDENTS WITHIN PARENT PORTAL

If the Parent/guardian needs to add another student to their profile, please follow the steps below:

1. Sign In to https://dallasisd.powerschool.com/public enter your username and the password.
2. On the left side, select **Account Preferences** to add another student.

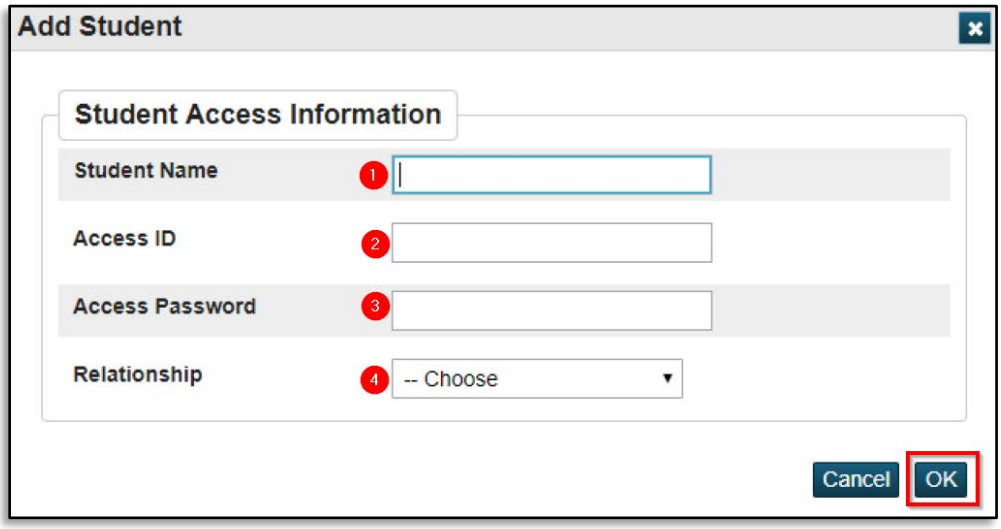


3. Select the **Student** tab.



4. Click **Add.**

5. Enter the following information and click **Ok** once completed:

   a. **Full Name**
   b. **Access ID –** provided to you by the campus or intake center
   c. **Access Password –** provided to you by the campus or intake center

d. Relationship – from the dropdown menu, identify your relationship to the student