

# PowerSchool Parent Portal Manual

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# PowerSchool Parent Portal Manual

**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.

**DALLAS**  
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PowerSchool SIS

### Student and Parent Sign In

Sign In **Create Account**

Username

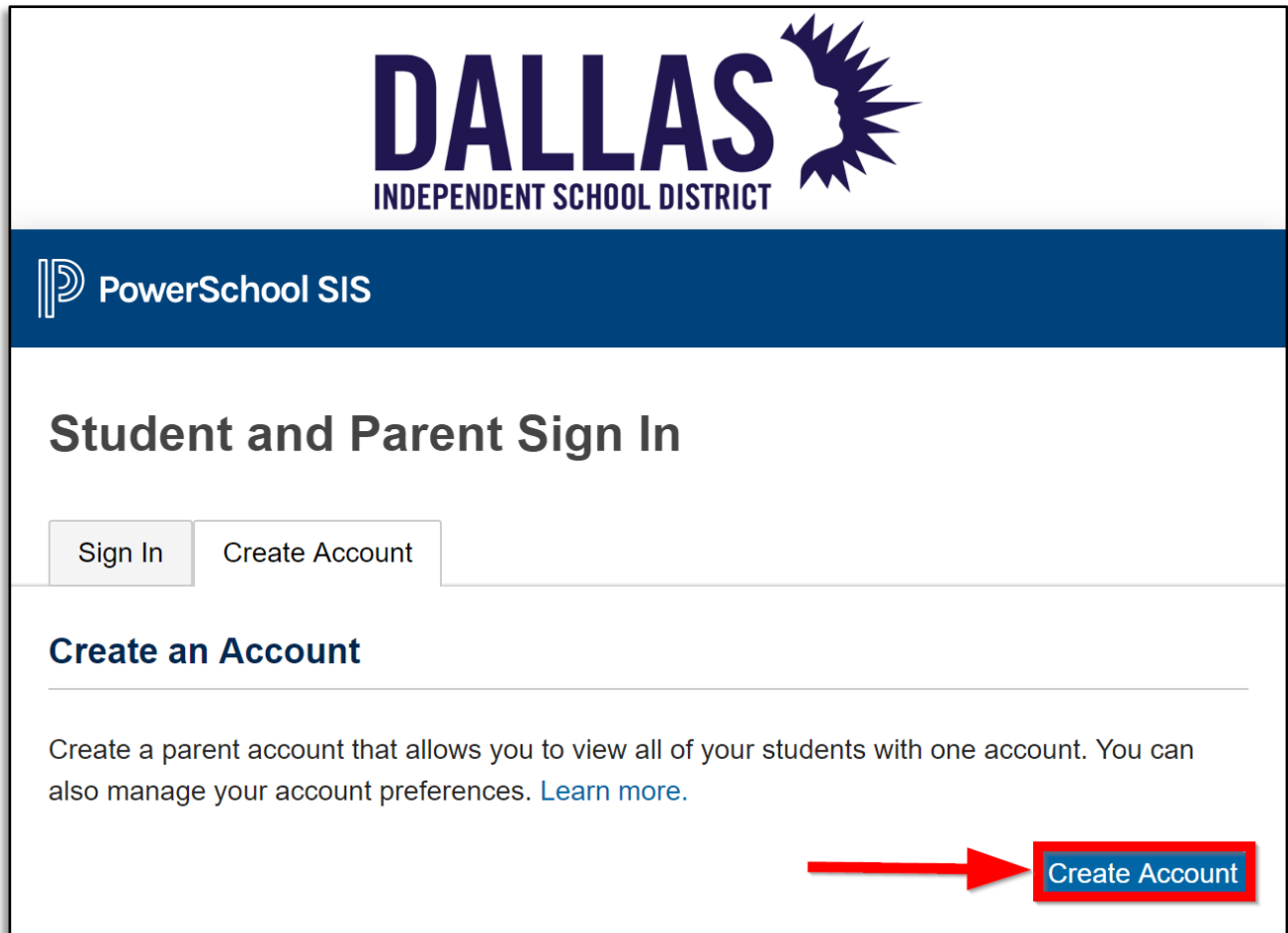
Password

[Forgot Username or Password?](#)

**Sign In**

# PowerSchool Parent Portal Manual

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



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## Student and Parent Sign In

Sign In   Create Account

### Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

**Create Account**

# PowerSchool Parent Portal Manual

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### 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

**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

Access Password

Relationship

3

Student Name

Access ID

Access Password

Relationship

4

Student Name

Access ID

Access Password

Relationship

5

Student Name

Access ID

Access Password

Relationship

6

Student Name

Access ID

Access Password

Relationship

7

Student Name

Access ID

Access Password

Relationship

### 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

### 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

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

# PowerSchool Parent Portal Manual

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.

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### Student and Parent Sign In

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

Username

Password

[Forgot Username or Password?](#)

# PowerSchool Parent Portal Manual

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

**Navigation**

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Schedule
- My School Bucks
- Transportation
- School Information
- Account Preferences
- 2019-2020 New Student Enrollment (K-12)
- 2019-2020 PreK Enrollment
- 2019-2020 Returning Student Enrollment (K-12)

**PowerSchool**

STUDENT NAME

Navigation Grades

Grades and Attendance: STUDENT NAME

Attendance History

Course	C1	C2	C3	B1	B2	C4	C5	C6	B3	Attendance	Totals
PHYSICS	01	01	01	01	01	01	01	01	01	0	0
CLASSICAL ARTS	01	01	01	01	01	01	01	01	01	0	0
ALGEBRA I	01	01	01	01	01	01	01	01	01	0	0
UNSTATED ENGLISH II	01	01	01	01	01	01	01	01	01	0	0
SPANISH I	01	01	01	01	01	01	01	01	01	0	0
REGISTERED CHEMISTRY	01	01	01	01	01	01	01	01	01	0	0
UNITED STATES HISTORY (PHICS)	01	01	01	01	01	01	01	01	01	0	0

**NOTE:** If the parent has more than 1 student, each student's name will appear as a tab in the top left corner. Make sure to be on the correct student when selecting the registration link.

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

2019-2020  
Enrollment (K-12)

2019-2020  
PreK  
Enrollment

# PowerSchool Parent Portal Manual

## 10. 2019-2020 Enrollment (K-12)

### Access Online Forms

You have requested to complete online forms for Dallas Independent School District from your PowerSchool Parent Portal. To begin this process, powered by PowerSchool Enrollment, choose one of the options below.

**This step is necessary only once** – subsequently you will be automatically logged in from your PowerSchool Parent Portal.

### New to PowerSchool Enrollment

Haven't used PowerSchool Enrollment before? Get started below.

To comply with COPPA, I affirm that I am 13 years or older.

[Begin Forms](#)

The screenshot shows the 'Online New Student Registration' page for Dallas Independent School District. The page has a navigation menu on the left with options like Introduction, Forms, Verification, Student, Demographics, Student History, Family, Emergency Contacts, Priority, Health, Texts/Success, Agreements, Children's Health Consent, E-Signature, and Review & Submit. The main content area includes a 'Please note' section, a welcome message, and three numbered steps: 1. Click 'Next' on this page, and enter the information requested by the online forms. 2. On the 'Review and Submit' page, check your data before submitting. 3. Click 'Submit'. Below this, there are sections for 'New Student Registration for Additional Students' and 'Additional Documents for Dallas Independent School District Students', which lists links for Student Enrollment Fact Sheet, Immunization Requirements, Dallas ISD / Parkland - Youth and Family Centers, Dallas Co Health and Human Services, and DFW Care Van Program. At the bottom, there are 'Previous' and 'Next' buttons.

**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.

# PowerSchool Parent Portal Manual

## 11. 2019-2020 PreK Enrollment

### Access Online Forms

You have requested to complete online forms for Dallas Independent School District from your PowerSchool Parent Portal. To begin this process, powered by PowerSchool Enrollment, choose one of the options below.

**This step is necessary only once** – subsequently you will be automatically logged in from your PowerSchool Parent Portal.

### New to PowerSchool Enrollment

Haven't used PowerSchool Enrollment before? Get started below.

To comply with COPPA, I affirm that I am 13 years or older.

[Begin Forms](#)

The screenshot shows the 'Online PreK Registration' page in the PowerSchool Parent Portal. The page has a left-hand navigation menu with categories like 'Introduction', 'Forms', 'Partnership Site Verification', 'Student', 'Demographics', 'Student History', 'Family', 'Emergency Contacts', 'Priority', 'PreK Income', 'Health', 'Ready!K', 'PreK Acknowledgements', 'Agreements', 'Signature', and 'Review & Submit'. The main content area is titled 'Online PreK Registration' and includes a 'Please note' section, a welcome message, and a numbered list of instructions: 1. Click 'Next' on this page, and enter the information requested by the online forms. 2. On the 'Review and Submit' page, check your data before submitting. 3. Click 'Submit!'. Below the instructions, there is a section for 'PreK Registration for Additional Students' and a section titled 'Please Read the Following Documentation Before Submitting Forms' which lists links for 'Student Enrollment Fact Sheet', 'Immunization Requirements', 'DPW Car Van Program', 'Dallas ISD / Parkland - Youth and Family Centers', and 'Dallas Co Health and Human Services'. At the bottom of the page, there are 'Previous' and 'Next' navigation buttons.

**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.

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### Student and Parent Sign In

**Sign In** Create Account

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

**Username**

**Password**

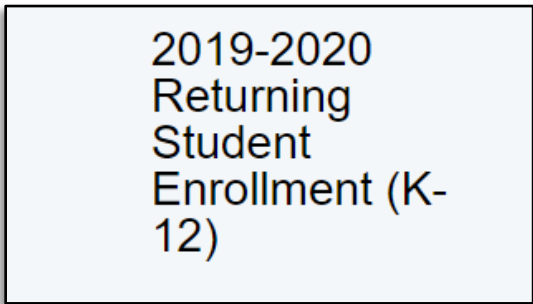
[Forgot Username or Password?](#)

**Sign In**



# PowerSchool Parent Portal Manual

- 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.

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

A screenshot of a web page titled "Access Online Forms". The text on the page reads: "You have requested to complete online forms for Dallas Independent School District from your PowerSchool Parent Portal. To begin this process, powered by PowerSchool Enrollment, choose one of the options below." Below this is a note: "This step is necessary only once - subsequently you will be automatically logged in from your PowerSchool Parent Portal." There are two main sections: "New to PowerSchool Enrollment" with a sub-note "Haven't used PowerSchool Enrollment before? Get started below." and a checkbox labeled "To comply with COPPA, I affirm that I am 13 years or older." At the bottom is a green button labeled "Begin Forms".

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

A screenshot of a web page titled "Snapcode Authentication". The text reads: "In order to better protect your privacy, we ask that you provide some additional information to authenticate the snapcode." Below this is a label "Date of Birth for Eber" with a sub-note "The date of birth must be in MM/DD/YYYY format." There is a text input field for the date. At the bottom is a green button labeled "Continue".

# PowerSchool Parent Portal Manual

## 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.

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### Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

# PowerSchool Parent Portal Manual

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

The screenshot shows the Dallas Independent School District logo at the top. Below it is the PowerSchool logo. The main heading is "Recover Account Sign In Information". There are two tabs: "Forgot Password?" and "Forgot Username?". The "Forgot Username?" tab is selected and highlighted with a red box. Below the tabs, there is a text prompt: "Parents, to recover your username, provide the information below. Students need to contact the school directly." Below this is a text input field labeled "Parent Email Address", which is highlighted with a red box. To the right of the input field is a button labeled "Enter", also highlighted with a red box. At the bottom, there is a disclaimer: "If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues."

- 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.

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

From: <[powerschool@dallasisd.org](mailto: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](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](mailto:parentportal@dallasisd.org)

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

# PowerSchool Parent Portal Manual

## Retrieving your Password

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

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### Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

# PowerSchool Parent Portal Manual

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**

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### Recover Account Sign In Information

**Forgot Password?**    Forgot Username?

Parents, to recover your password, provide the information below. Students need to contact the school directly.

**Parent Username**

**Parent Email Address**

**Enter**

If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues.

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

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### Forgot Password Email Sent

If the email address you provide is associated with an account in our records, you will receive an email with instructions for resetting your password. If you don't receive this email, please check your junk mail folder or contact the school.

[Return to Sign In.](#)



# PowerSchool Parent Portal Manual

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

From: <[powerschool@dallasisd.org](mailto: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](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](mailto:parentportal@dallasisd.org)

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

# PowerSchool Parent Portal Manual

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## Returning Parent – Snapcode Requested

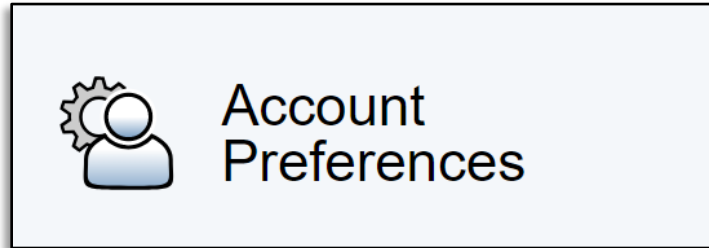
Returning parents after logging into your Parent Portal Account, you select **2019-2020 Returning Student Enrollment (K – 12)** and a 15-character snapcode is requested you have two options:

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.

A screenshot of the "Account Preferences - Profile" form. At the top, there are two tabs: "Profile" and "Students". The "Students" tab is selected and highlighted with a red box. Below the tabs is a paragraph of text: "If you want to change the e-mail address, username or password associated with your Parent account, you may do so below. Please click administrator." Below this are several input fields: "First Name:" with a text box, "Last Name:" with a text box, "Account Email:" with a text box, "Select Language" with a dropdown menu showing "Select a Language", "Username:" with a text box, and "Current Password:" with a masked input field. Below the "Current Password:" field is a "New password must:" section with a list of requirements: "• Be at least 8 characters long".

4. Click **Add**.

A screenshot of the "Account Preferences - Students" form. At the top, there are two tabs: "Profile" and "Students". The "Students" tab is selected. Below the tabs is a section titled "My Students" with a sub-heading "To add a student to your Parent account, click the ADD button". Below this is a list of instructions: "1. Enter Name" and "2. Enter Access ID". In the bottom right corner, there is a blue "Add" button with white text, highlighted with a red box.

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

# PowerSchool Parent Portal Manual

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

**Add Student** [Close]

**Student Access Information**

Student Name 1

Access ID 2

Access Password 3

Relationship 4 -- Choose ▾

Cancel OK