



**POWERSCHOOL**

**PARENT  
PORTAL**

**Table of Contents**

<b>PARENT ACCESS KEYS TO LINK STUDENT .....</b>	<b>2</b>
<b>NEW PARENT: CREATE PORTAL ACCOUNT .....</b>	<b>5</b>
<b>RETURNING PARENT: LOGIN TO CURRENT PORTAL ACCOUNT.....</b>	<b>11</b>
RETRIEVING SNAPCODE .....	13
<b>RETRIEVING USERNAME &amp; PASSWORD .....</b>	<b>14</b>
RETRIVING YOUR USERNAME .....	14
RETRIVING YOUR PASSWORD .....	16
<b>ADDING ANOTHER STUDENT WITHIN PARENT PORTAL .....</b>	<b>18</b>

## PARENT ACCESS KEYS TO LINK STUDENT

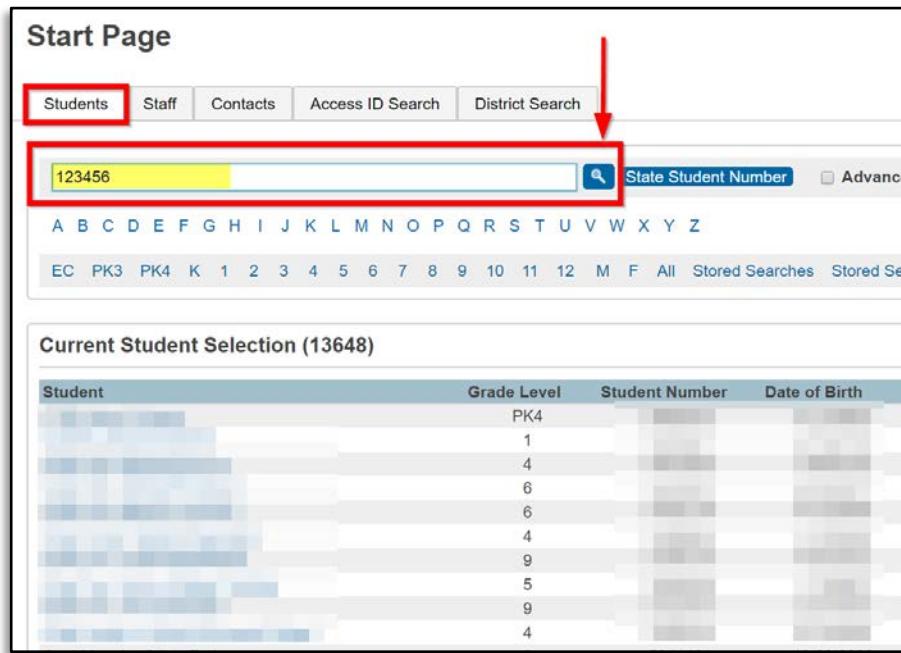
Parent portal Access ID's and passwords are manually generated for an active student by the campus. Each student is assigned an Access ID and an Access Password. These are the access keys used to link a student to a parent account. A parent creating a new parent account will use the access keys to link the student to their account or a parent with an existing account can add a new student within their account.

For campus staff to **generate parent access keys**, follow these steps:

1. Go to <https://dallasisd.powerschool.com/admin>; and Login with your Dallas ISD email address and EAD password.

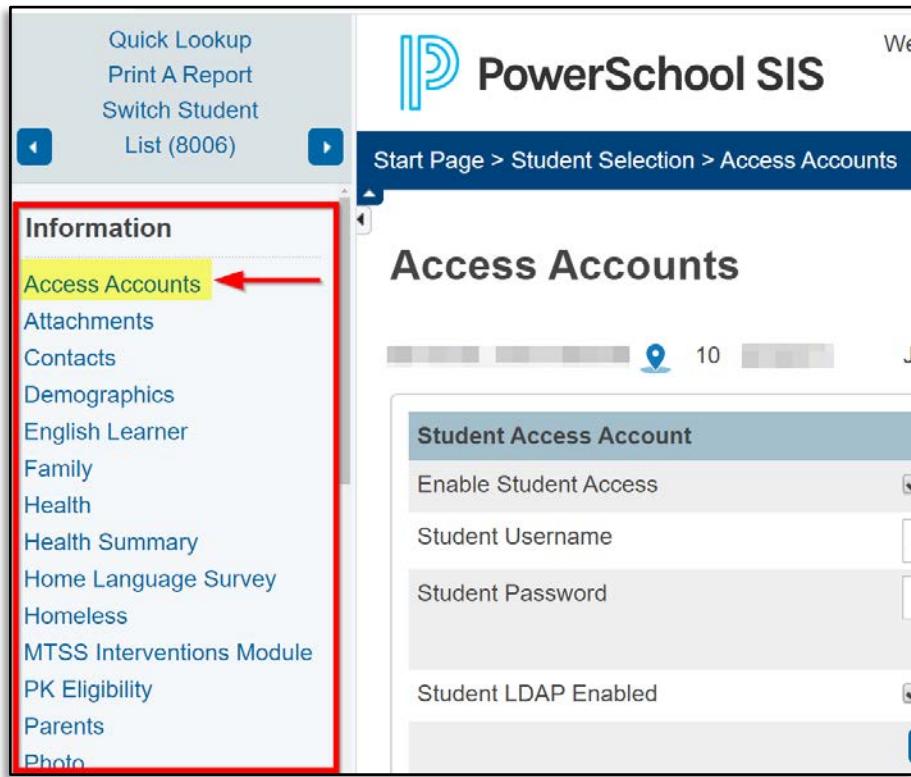


The image shows the PowerSchool SIS sign-in page. It features the Dallas ISD logo at the top. Below it is a dark blue header with the text "PowerSchool SIS" and a magnifying glass icon. The main area has a light blue sidebar on the left with the text "resources.dallasisd.org" and "Please sign in with your District Email Address". The main content area has two input fields: "Email Address" and "Password", and a "Sign in" button at the bottom.



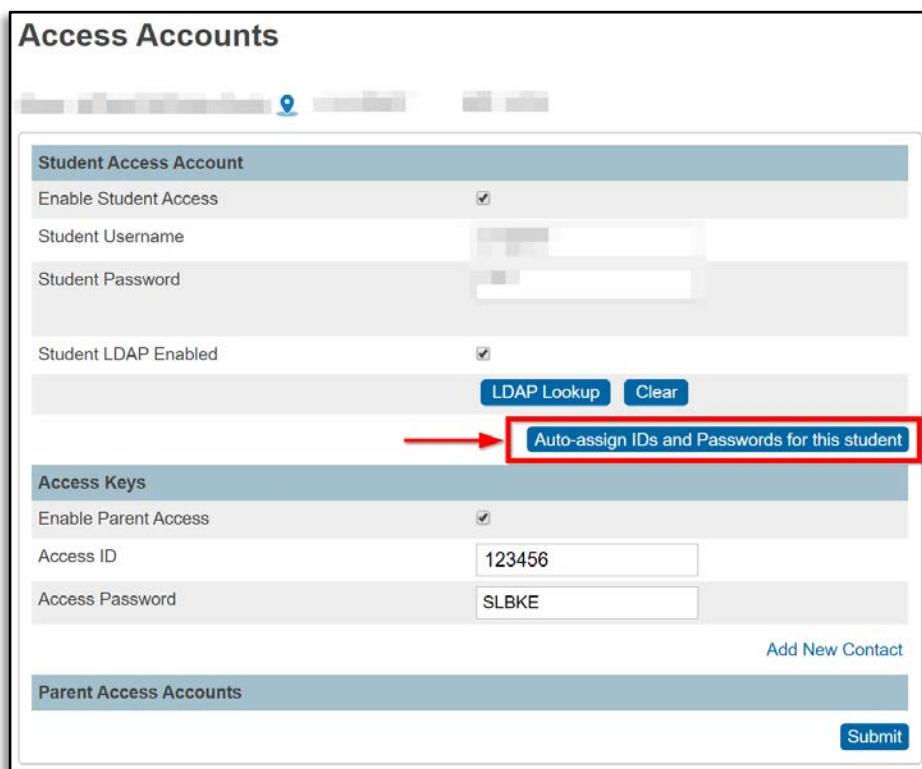
The image shows the PowerSchool Start Page. At the top, there is a navigation bar with buttons for "Students", "Staff", "Contacts", "Access ID Search", and "District Search". The "Students" button is highlighted with a red box. Below the navigation bar is a search bar containing the student ID "123456", a magnifying glass icon, and the text "State Student Number". A red box and an arrow point to the search bar. Below the search bar is a grid of letters and numbers for filtering search results. The "Students" button is also highlighted in this grid. At the bottom of the page, there is a section titled "Current Student Selection (13648)" showing a table of student data. The table has columns for "Student", "Grade Level", "Student Number", and "Date of Birth". The "Student" column contains blurred student names, and the "Grade Level" column shows "PK4" and "1". The "Student Number" and "Date of Birth" columns are mostly blurred.

2. After logging in to PowerSchool, you will search for the student by ID number.



3. Once you are in the student's account. On the left-hand side, go to the **Information** section, then select **Access Accounts**.

4. From the **Access Accounts** screen, you will click **Auto-assign IDs and Passwords for this student** to generate the parent Access Keys.

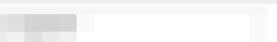


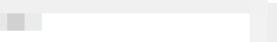
5. View the **Access Keys** section to confirm an Access ID and Access Password was generated for the student.

**Access Accounts**

**Student Access Account**

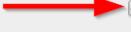
Enable Student Access

Student Username 

Student Password 

Student LDAP Enabled

**Access Keys**

Enable Parent Access  

Access ID

Access Password

**Parent Access Accounts**

[Add New Contact](#) [Submit](#)

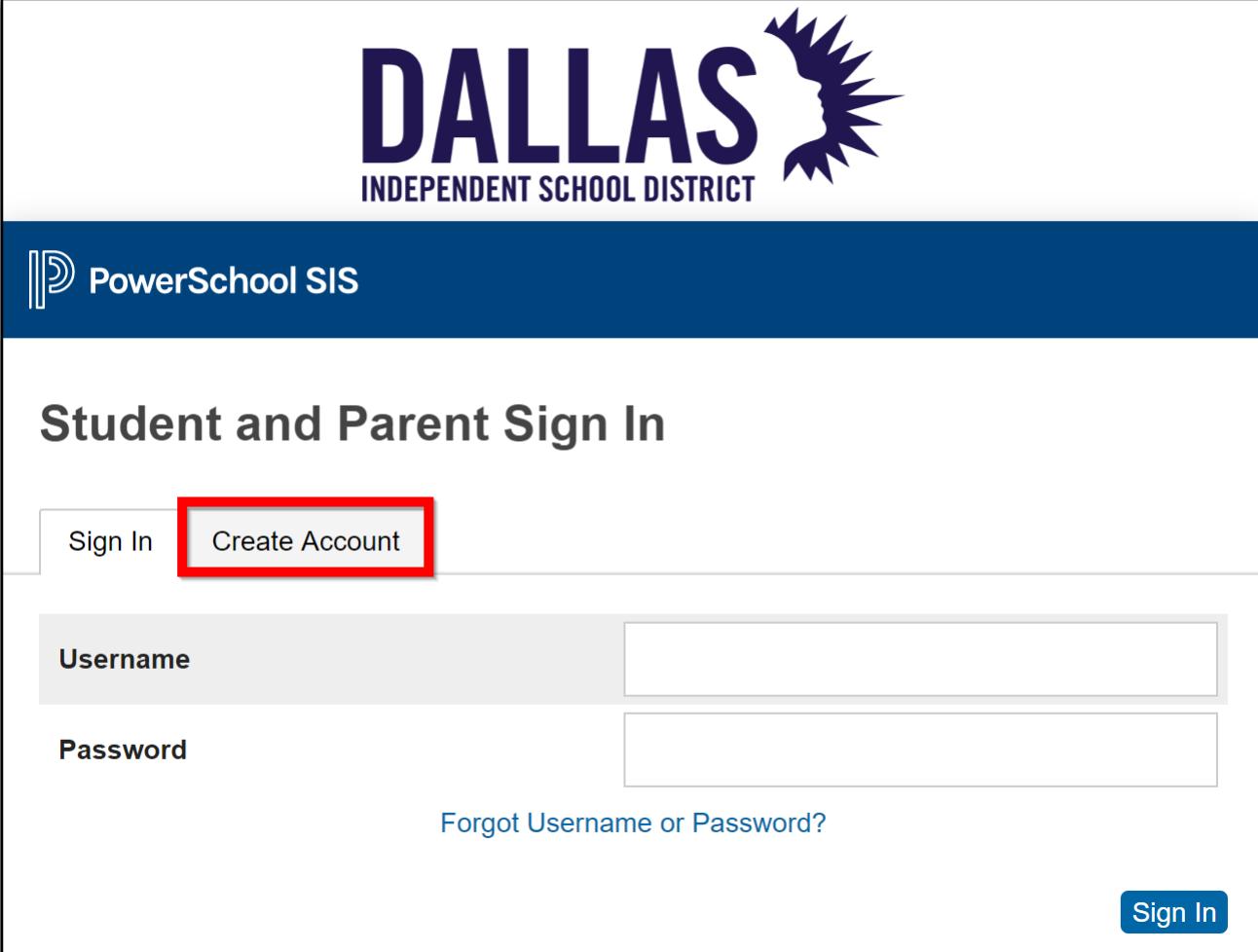
**Auto-assign IDs and Passwords for this student**

**NOTE:** Under Access Keys confirm that the **Enable Parent Access** box is checked. If this is not checked the parent will be unable to view the student's information.

## NEW PARENT: CREATE PORTAL ACCOUNT

For a new Dallas ISD parent to **create a Parent Portal account**, follow these steps:

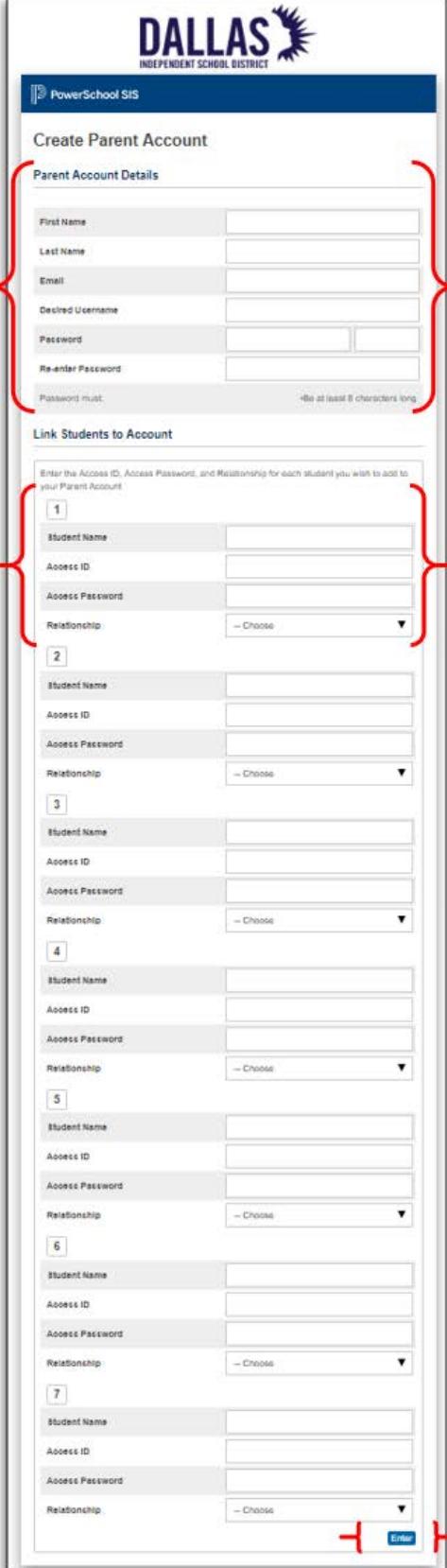
1. Go to <https://dallasisd.powerschool.com/public> then click on the **Create Account** tab.



The screenshot shows the Dallas ISD PowerSchool SIS sign-in page. At the top, the Dallas ISD logo is displayed. Below it, the text "PowerSchool SIS" is shown with a stylized "P" icon. The main heading "Student and Parent Sign In" is centered. Below the heading, there are two buttons: "Sign In" and "Create Account", with "Create Account" being highlighted by a red box. Below these buttons are two input fields: "Username" and "Password". At the bottom of the page, there is a link "Forgot Username or Password?" and a blue "Sign In" button.

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





### Create Parent Account

#### Parent Account Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>
Password must: <small>*Be at least 8 characters long</small>	

#### 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	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="text"/>
	Relationship	-- Choose --
2	Student Name	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="text"/>
	Relationship	-- Choose --
3	Student Name	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="text"/>
	Relationship	-- Choose --
4	Student Name	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="text"/>
	Relationship	-- Choose --
5	Student Name	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="text"/>
	Relationship	-- Choose --
6	Student Name	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="text"/>
	Relationship	-- Choose --
7	Student Name	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="text"/>
	Relationship	-- Choose --

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

3. 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.

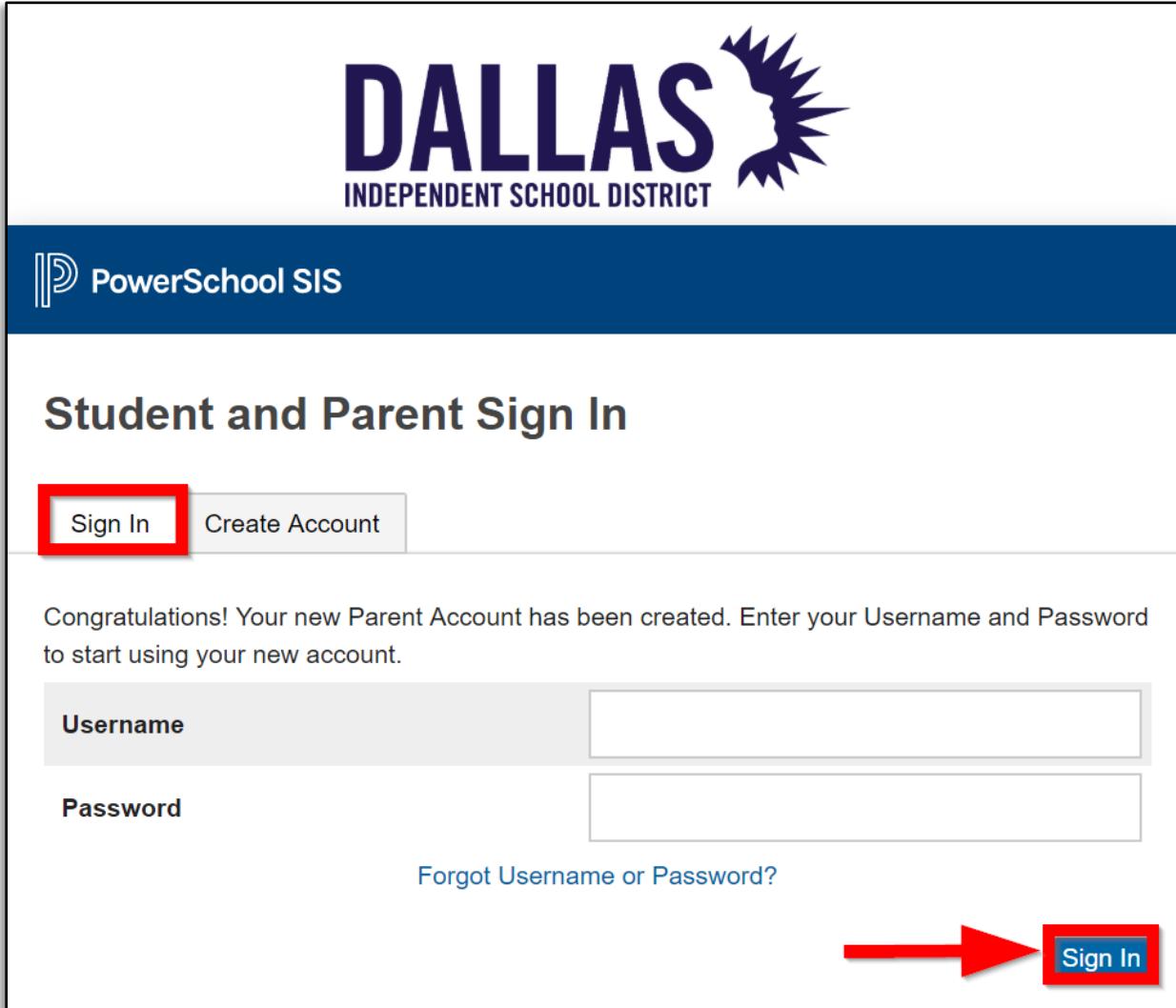
4. From the **Create Parent Account** enter the following information for the student under the **Link Students to Account**:

- 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.

5. Once you have entered your information and the student information to be linked, scroll to the bottom and click **Enter**.

6. 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.



**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**

7. Once you click **Sign In** you have now entered your PowerSchool Parent Portal Account.
8. Select the appropriate registration link to complete your student registration for the 2020-2021 school year.
  - a 2020-2021 PreK Enrollment
  - b 2020-2021 New Enrollment (K-12)
  - c 2020-2021 Returning 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 Registration Application.

**RETURNING PARENT: LOGIN TO CURRENT PORTAL ACCOUNT**

If you are a returning Dallas ISD parent to login to their **Parent Portal account**, follow these steps:

1. Go to <https://dallasisd.powerschool.com/public> then click on the **Sign In** tab.

DALLAS  
INDEPENDENT SCHOOL DISTRICT

PowerSchool SIS

## 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

2. Once signed in, the parent will see the student's dashboard that displays class schedule, grades, and attendance.
3. Select the appropriate registration link to complete your student registration for the 2020-2021 school year.
  - a 2020-2021 PreK Enrollment
  - b 2020-2021 New Enrollment (K-12)
  - c 2020-2021 Returning Enrollment (K-12)

## RETRIEVING SNAPCODE

For a parent to retrieve their Snapcode for a returning student they must contact the campus staff.

For parents to be provided with their student Snapcode the following will be conducted by the campus staff:

### In Person

1. Parents will come to the campus stating they need a Snapcode.
2. Registrar/CRC will verify the parent-student relationship.
3. Registrar/CRC will verify the student enrollment status.
  - Confirm student is currently an active DISD student
    - i. If yes, proceed
    - ii. If no, parent must pre-register student through the New Student link
  - Confirm student was enrolled prior to March 29, 2020
    - i. If yes, proceed
    - ii. If no, parent must pre-register student through the New Student link
4. Registrar/CRC asks parent for ID and verifies guardianship in PowerSchool.
  - i. If yes, proceed
  - ii. If no, school does not provide information and then contacts the legal guardian to alert the guardian that a non-custodial person is requesting information
5. Registrar/CRC will access InfoSnap Returning Student 2020-2021 Roster Workspace to locate Snapcode and then provides the code to the parent.

### Over the phone

1. Parents will call the campus stating they need a Snapcode
2. Registrar/CRC will verify the parent-student relationship
3. Registrar/CRC asks identifying questions such as names/addresses/phone numbers of other contacts listed; name of student's teachers; student's DOB, date range of student's last absence; name of a teacher from 2018-2019, etc.
  - i. If identify is confirmed, then proceed
  - ii. If not confirmed, then ask parent to come to school with identification
4. Registrar/CRC will verify the student enrollment status.
  - Confirm student is currently an active DISD student
    - i. If yes, proceed
    - ii. If no, parent must pre-register student through the New Student link
  - Confirm student was enrolled prior to March 29, 2020
    - i. If yes, proceed
    - ii. If no, parent must pre-register student through the New Student link
5. Registrar/CRC asks parent for ID and verifies guardianship in PowerSchool.
  - iii. If yes, proceed
  - iv. If no, school does not provide information and then contacts the legal guardian to alert the guardian that a non-custodial person is requesting information
6. Registrar/CRC will access InfoSnap Returning Student 2020-2021 Roster Workspace to locate Snapcode and then provides the code to the parent.

## RETRIEVING USERNAME & PASSWORD

Returning parents with a PowerSchool Parent Portal account, please follow the steps to **retrieve your Username and Password**:

### RETRIEVING YOUR USERNAME

1. Go to <https://dallasisd.powerschool.com/public> then click on the **Forgot Username or Password?** Link.

The screenshot shows the Dallas Independent School District PowerSchool sign-in interface. At the top, the Dallas ISD logo is displayed. Below the logo is a dark header bar with the PowerSchool logo. The main content area is titled "Student and Parent Sign In". It features two buttons: "Sign In" and "Create Account". Below these buttons are two input fields: "Username" and "Password". A red arrow points to the "Forgot Username or Password?" link, which is enclosed in a red box. At the bottom right of the form is a "Sign In" button.

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



**PowerSchool**

## Recover Account Sign In Information

Forgot Password? **Forgot Username?**

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

**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.

- 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.

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

**RETRIVING YOUR PASSWORD**

1. Go to <https://dallasisd.powerschool.com/public> then click on the **Forgot Username or Password?** Link.

Sign In Create Account

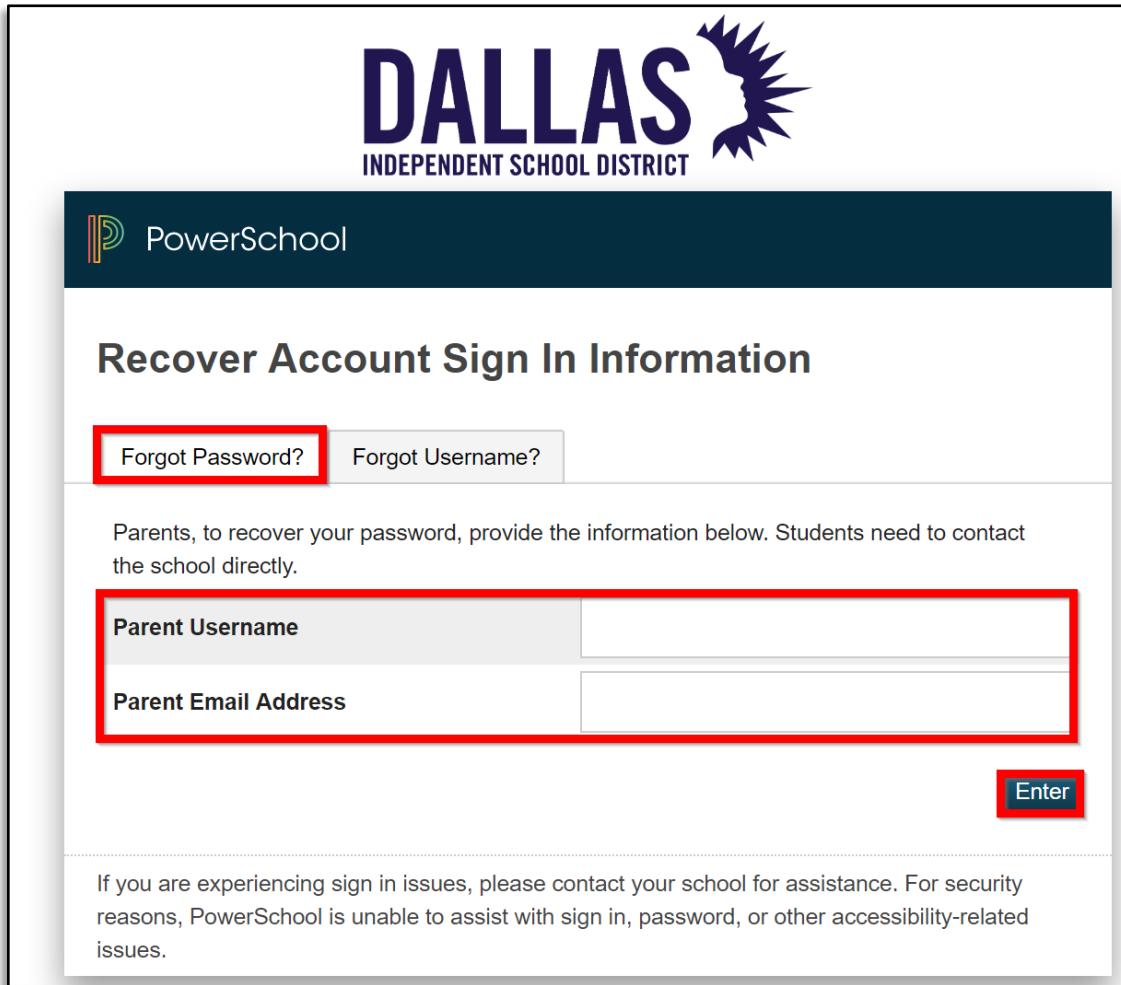
Username

Password

Forgot Username or Password?

Sign In

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**



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.

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



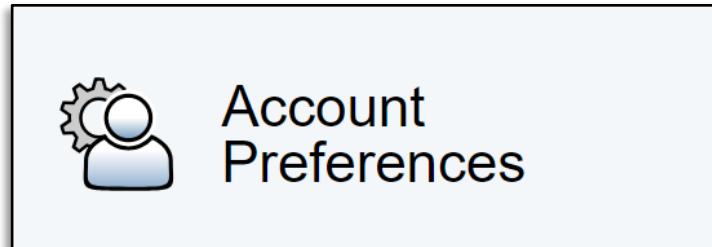
If the email address you provide is associated with an account in our records, you will receive an email with instructions for resetting your password. If you don't receive this email, please check your junk mail folder or contact the school.

[Return to Sign In.](#)

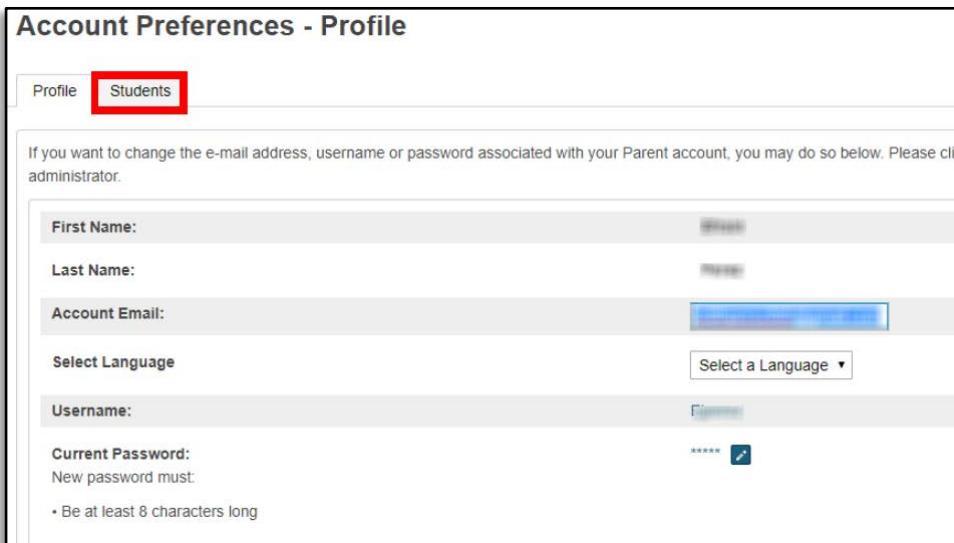
## ADDING ANOTHER STUDENT WITHIN PARENT PORTAL

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.

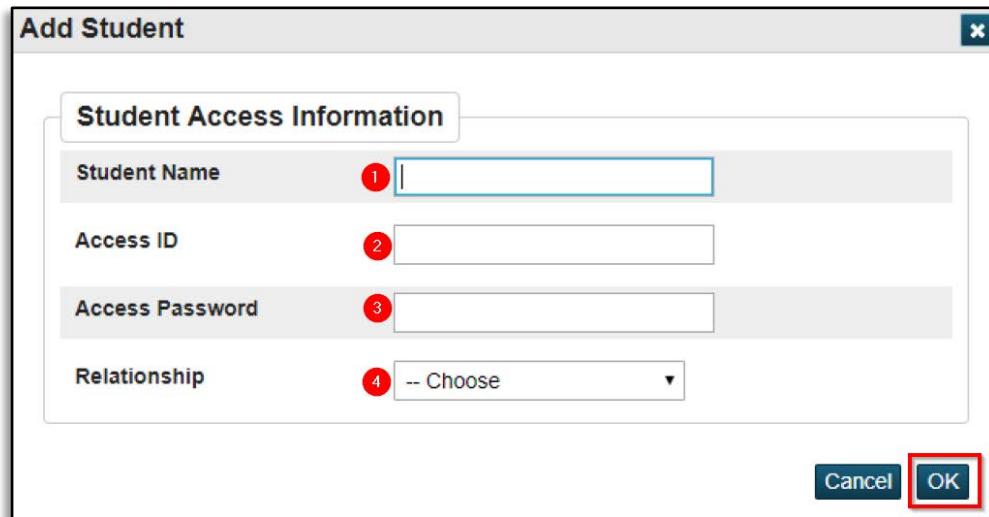
A screenshot of a "Account Preferences - Profile" page. At the top, there are two tabs: "Profile" and "Students", with "Students" being the active tab and highlighted with a red box. Below the tabs, there is a note: "If you want to change the e-mail address, username or password associated with your Parent account, you may do so below. Please click the 'Edit' link next to the item you would like to change. You must be logged in as an administrator." Below this note are several input fields: "First Name", "Last Name", "Account Email" (which is highlighted with a blue box), "Select Language" (with a dropdown menu labeled "Select a Language"), "Username", and "Current Password" (with a password strength indicator showing four asterisks and a small edit icon). Below the password field, there is a note: "New password must: • Be at least 8 characters long".

4. Click **Add**.

A screenshot of a "Account Preferences - Students" page. At the top, there are two tabs: "Profile" and "Students", with "Students" being the active tab. Below the tabs, there is a section titled "My Students" with the note: "To add a student to your Parent account, click the ADD button." There are two small numbered links: "1. [ADD](#)" and "2. [ADD](#)". In the bottom right corner of the page, there is a large blue button with the word "Add" in white text, which is highlighted with a red box.

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

- a. **Student 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



The screenshot shows a 'Add Student' dialog box. At the top, there is a close button (X). Below it, a section titled 'Student Access Information' contains four fields: 'Student Name' (input field 1), 'Access ID' (input field 2), 'Access Password' (input field 3), and 'Relationship' (dropdown menu 4). At the bottom of the dialog box are two buttons: 'Cancel' and 'OK', with 'OK' being highlighted by a red box.