DALLAS
INDEPENDENT SCHOOL DISTRICT

POWERSCHOOL

PARENT PORTAL

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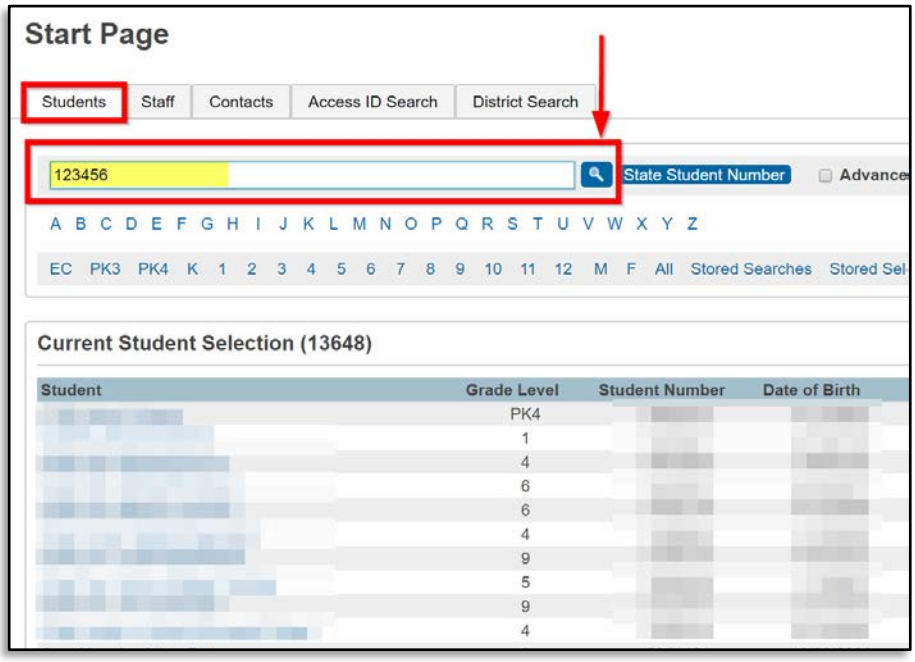
PARENT ACCESS KEYS TO LINK STUDENT

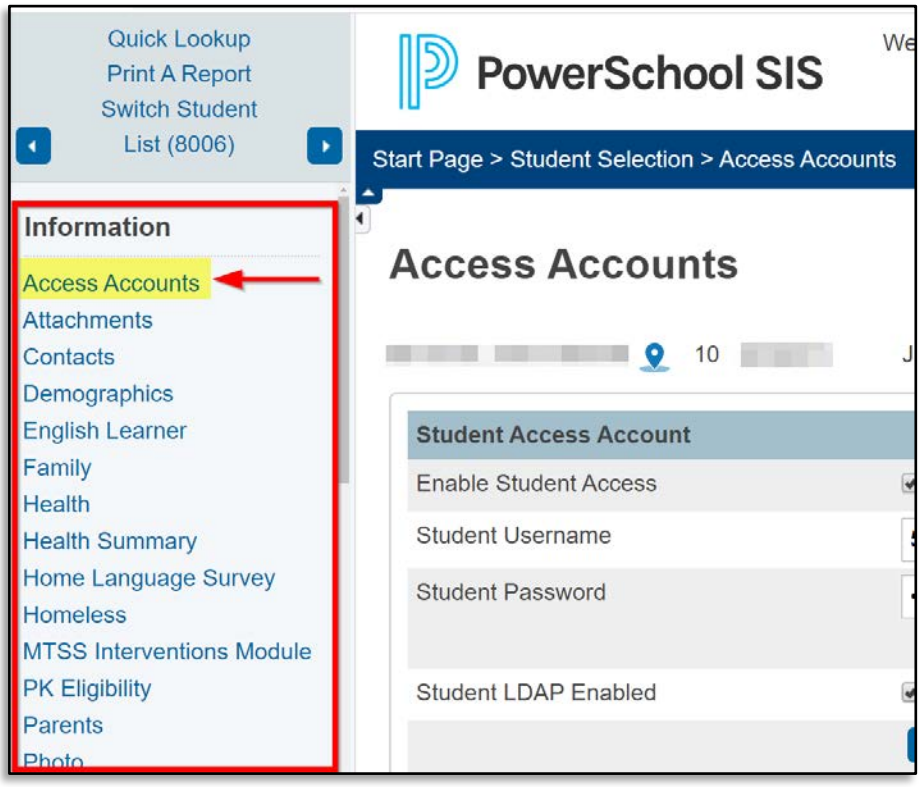
Parent portal Access ID's and passwords are manually generated for an active student by the campus. Each student is assigned an Access ID and an Access Password. These are the access keys used to link a student to a parent account. A parent creating a new parent account will use the access keys to link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

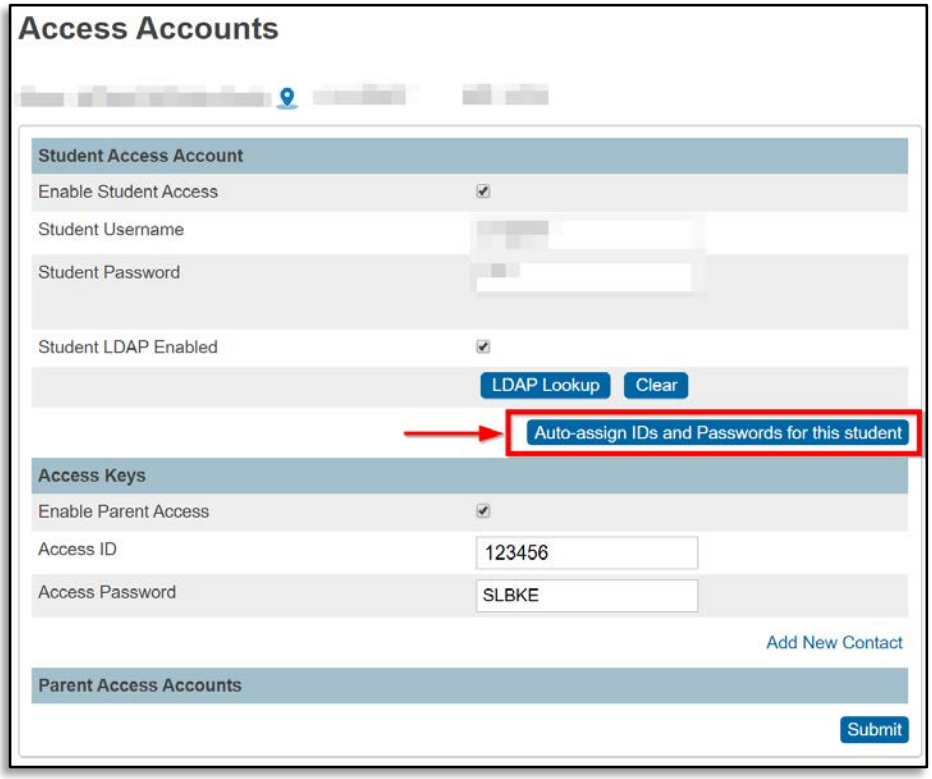


2. After logging in to PowerSchool, you will search for the student by ID number.

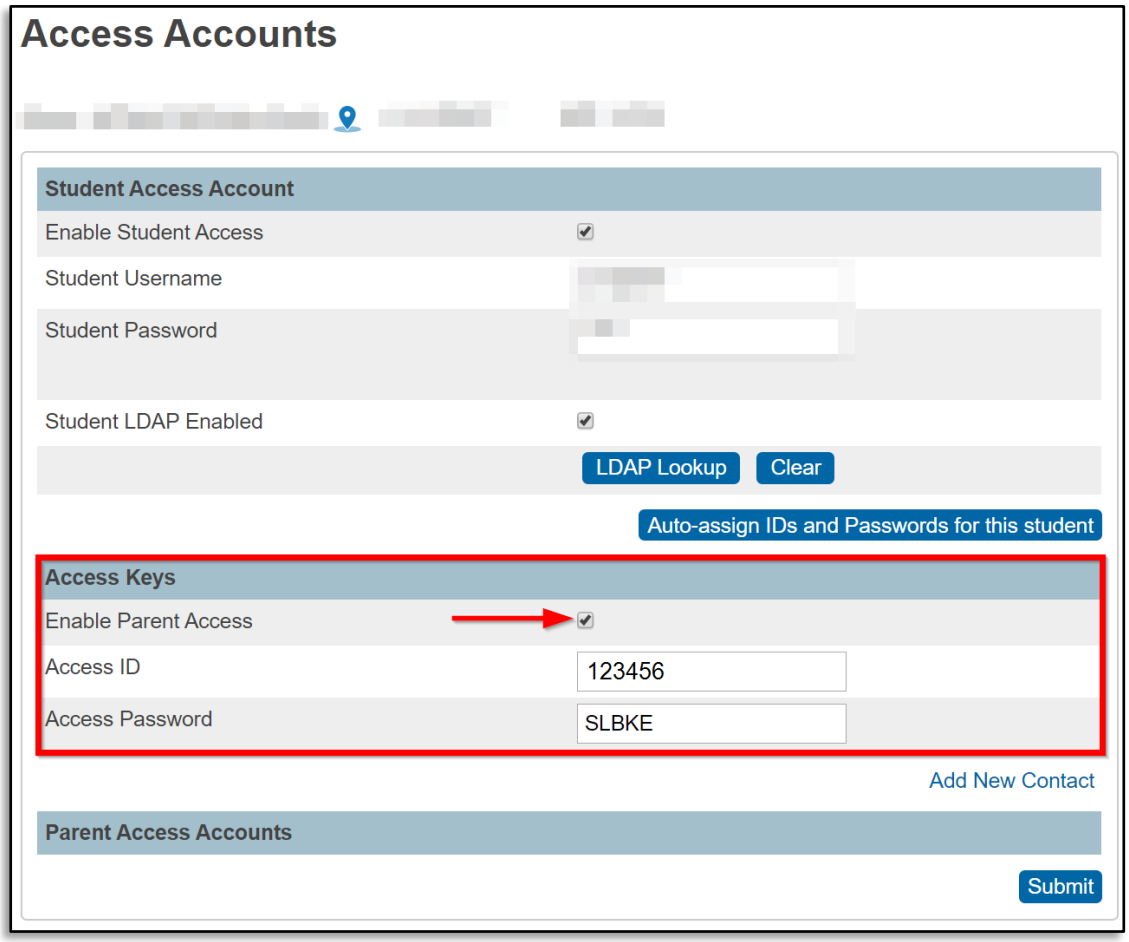


3. Once you are in the student's account. On the left-hand side, go to the **Information** section, then select **Access Accounts.**

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.

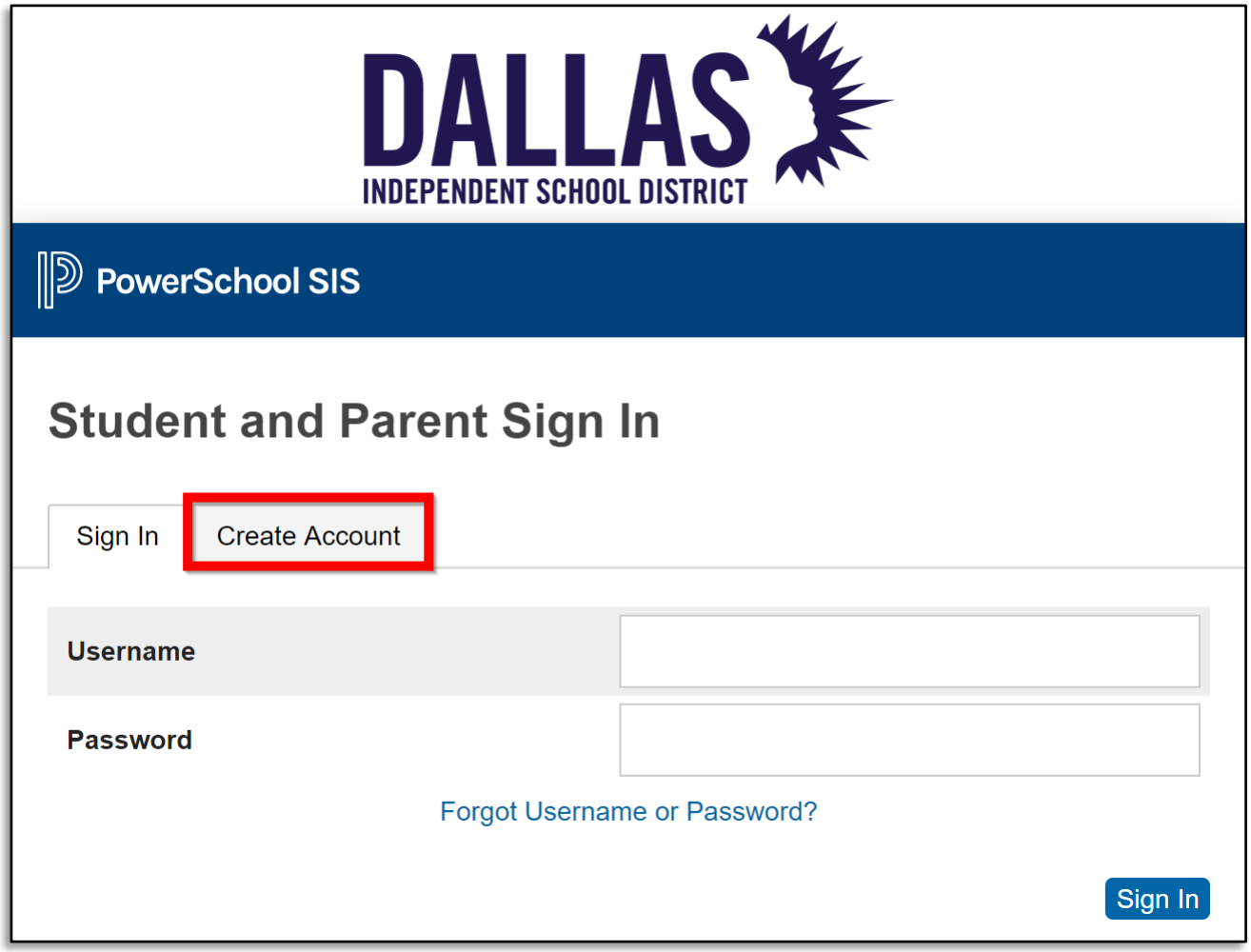


NOTE: Under Access Keys confirm that the **Enable Parent Access** box is checked. If this is not checked the parent will be unable to view the student's information.

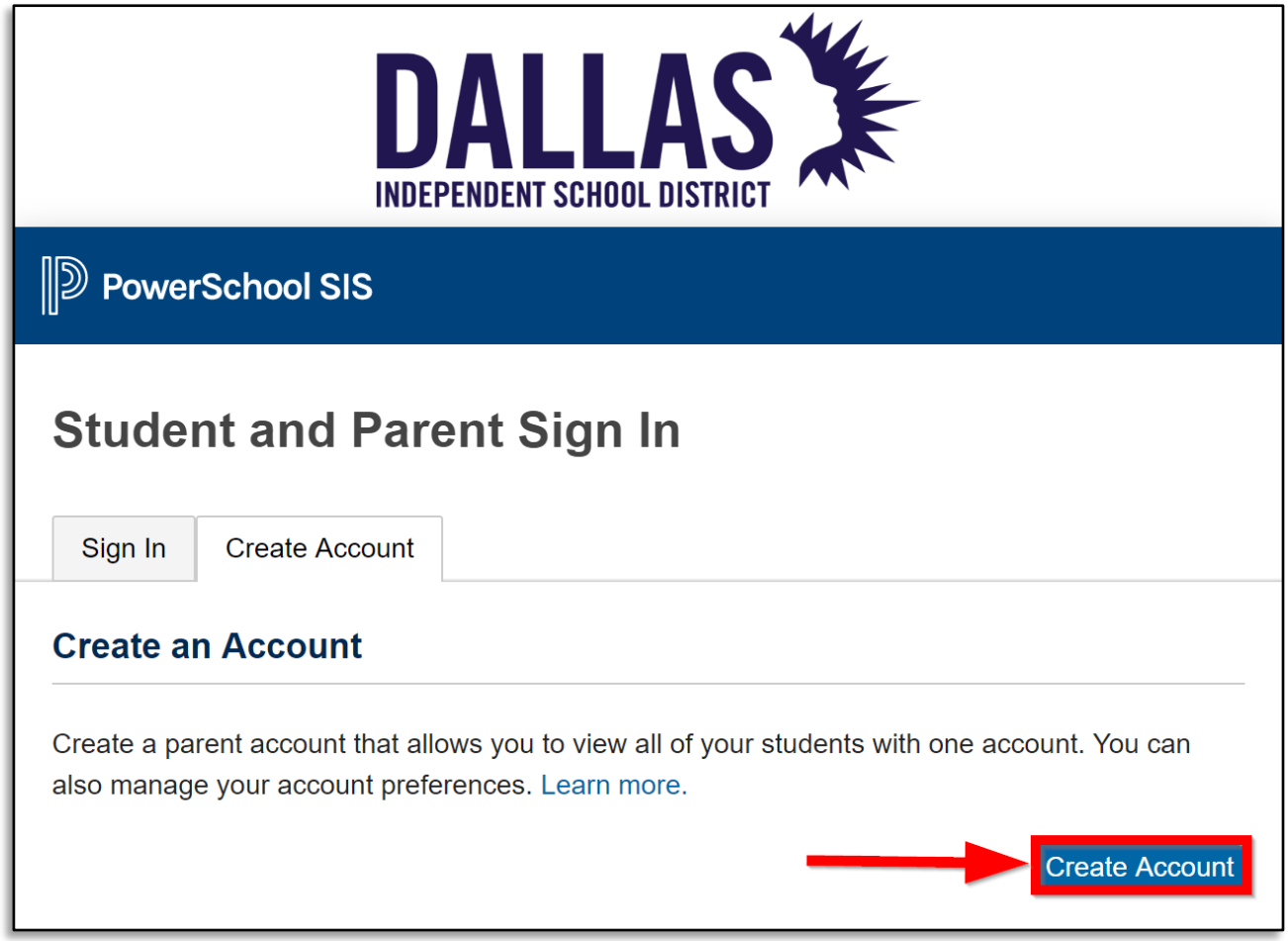
NEW PARENT: CREATE PORTAL ACCOUNT

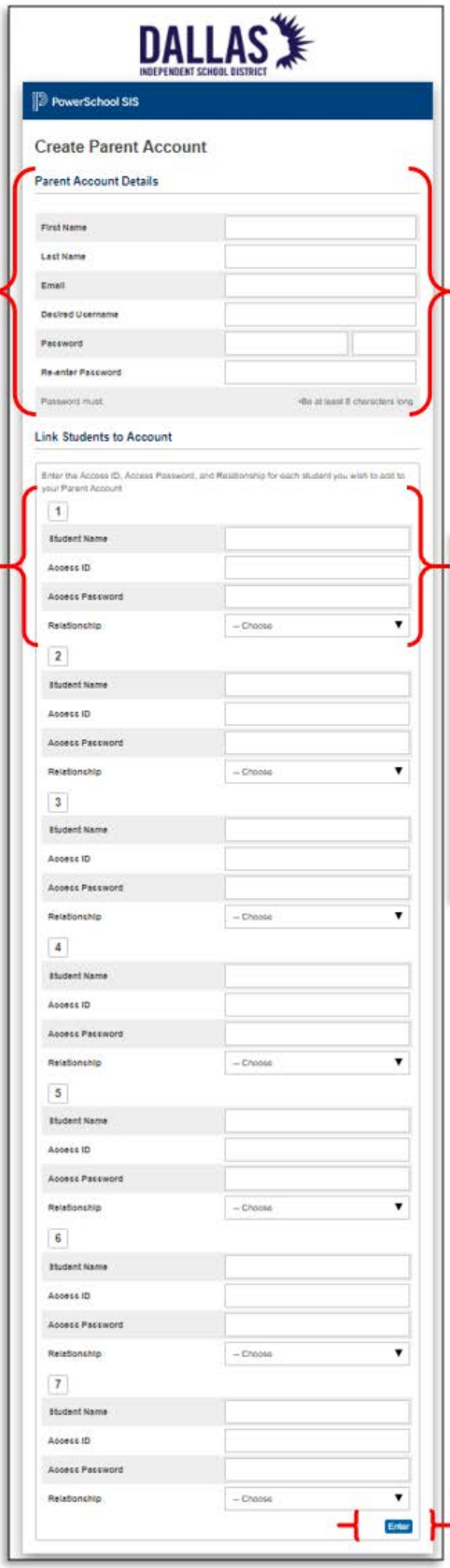
For a new Dallas ISD parent to **create a Parent Portal account**, follow these steps:

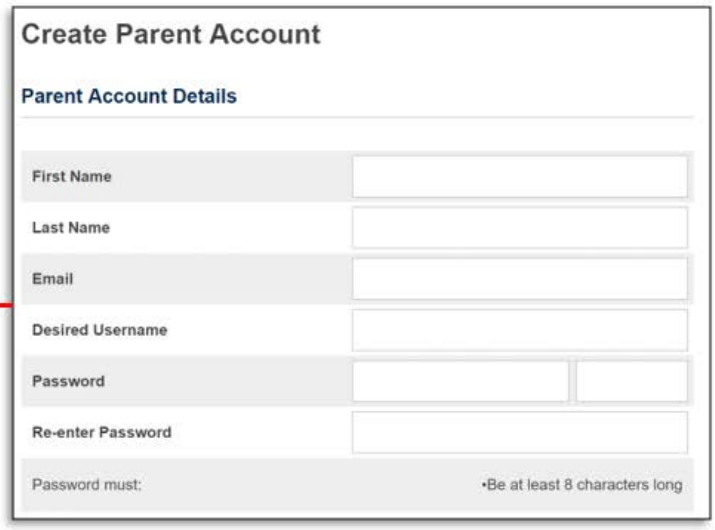
1. Go to https://dallasisd.powerschool.com/public then click on the **Create Account** tab.

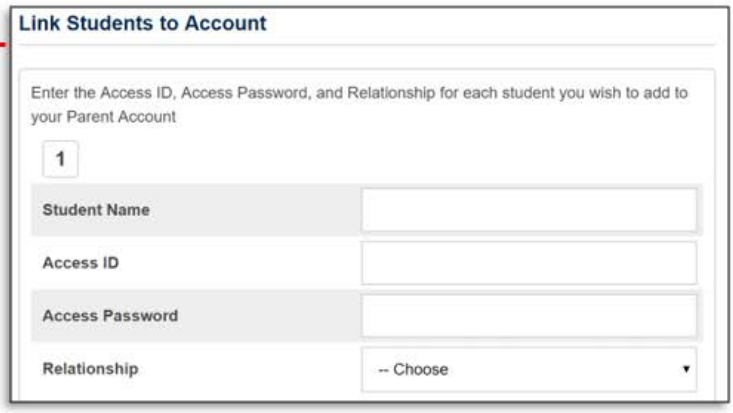


2. From the Create Account tab, click on **Create Account** to begin the creation of your Parent Portal Account.









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

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**

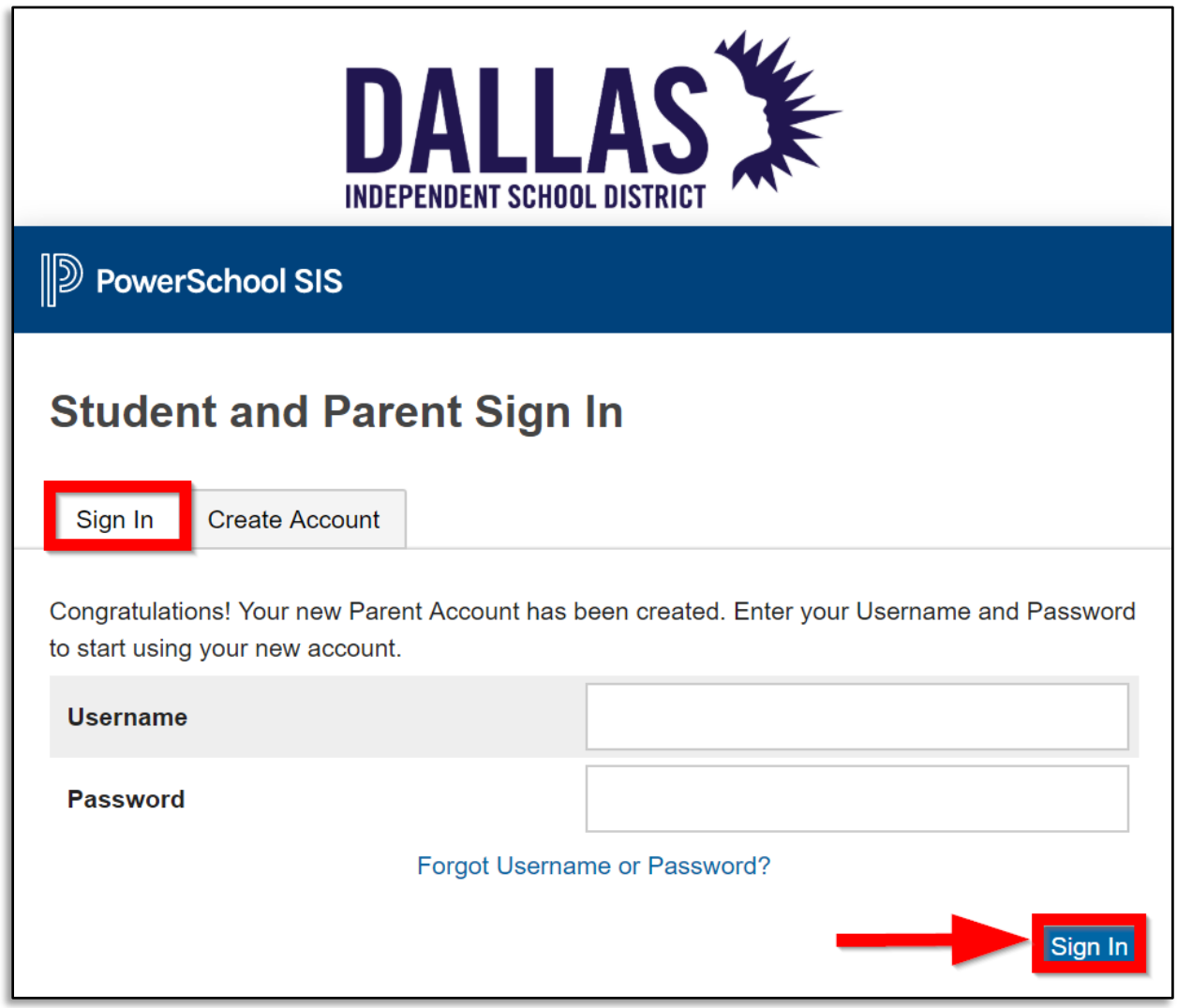
> **NOTE:** Parent/Guardian **MUST** have a **valid email address** to access the new Parent Portal. If the parent does not have a valid email address, they must create one.

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.



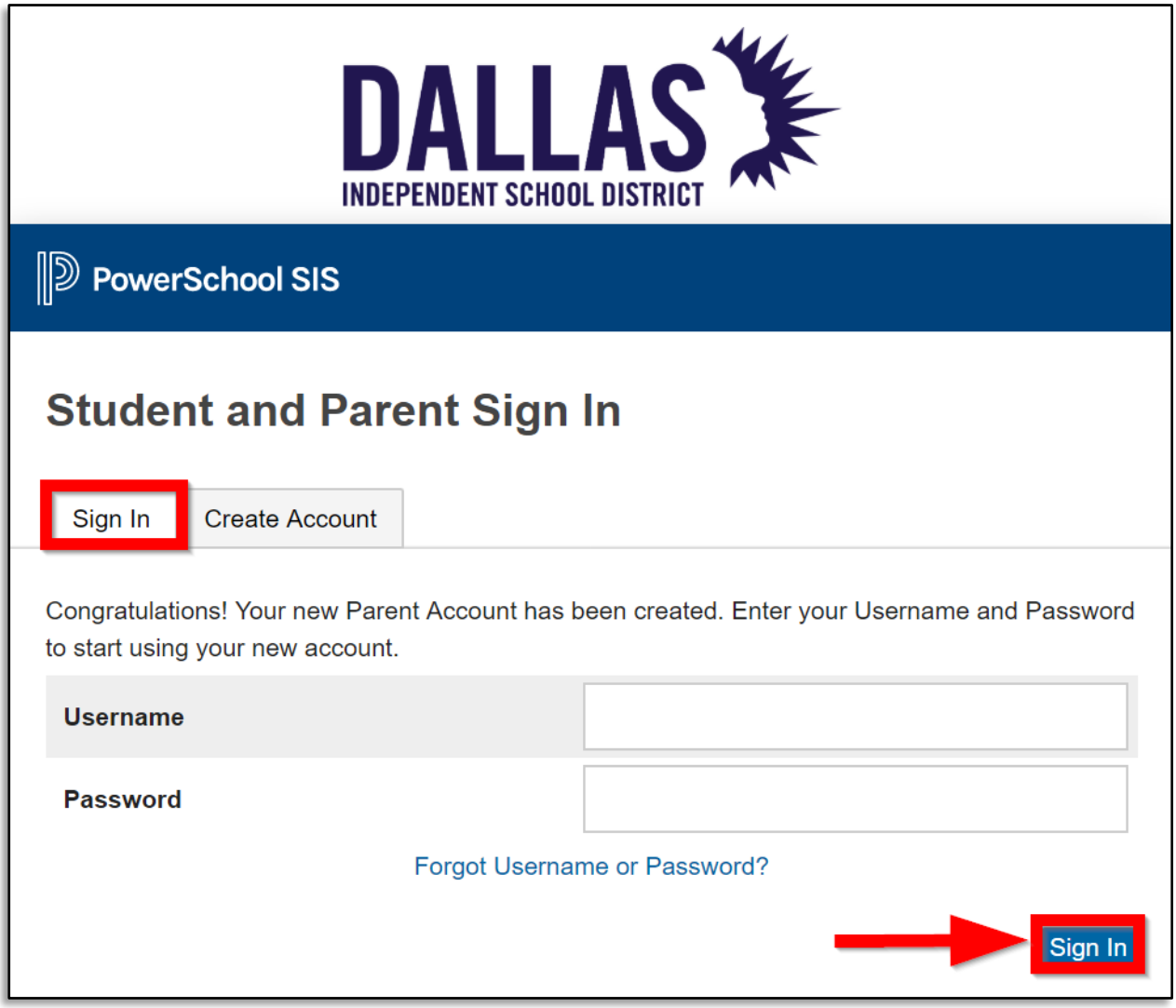
7. Once you click **Sign In** you have now entered your PowerSchool Parent Portal Account.
8. Select the appropriate registration link to complete your student registration for the 2020-2021 school year.
    a 2020-2021 PreK Enrollment
    b 2020-2021 New Enrollment (K-12)
    c 2020-2021 Returning Enrollment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



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

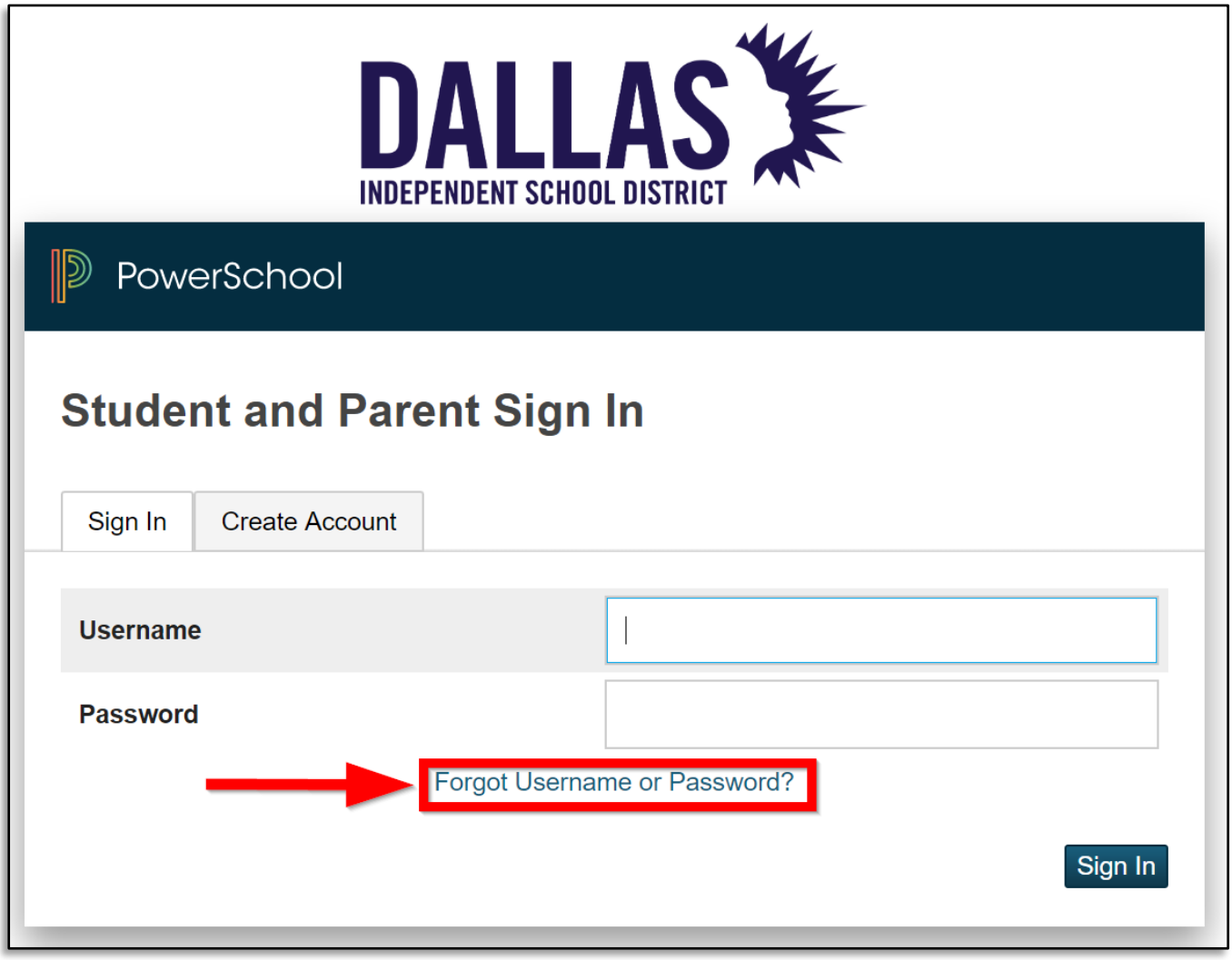
1. Parents will call the campus stating they need a Snapcode
2. Registrar/CRC will verify the parent-student relationship
3. Registrar/CRC asks identifying questions such as names/addresses/phone numbers of other contacts listed; name of student's teachers; student's DOB, date range of student's last 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

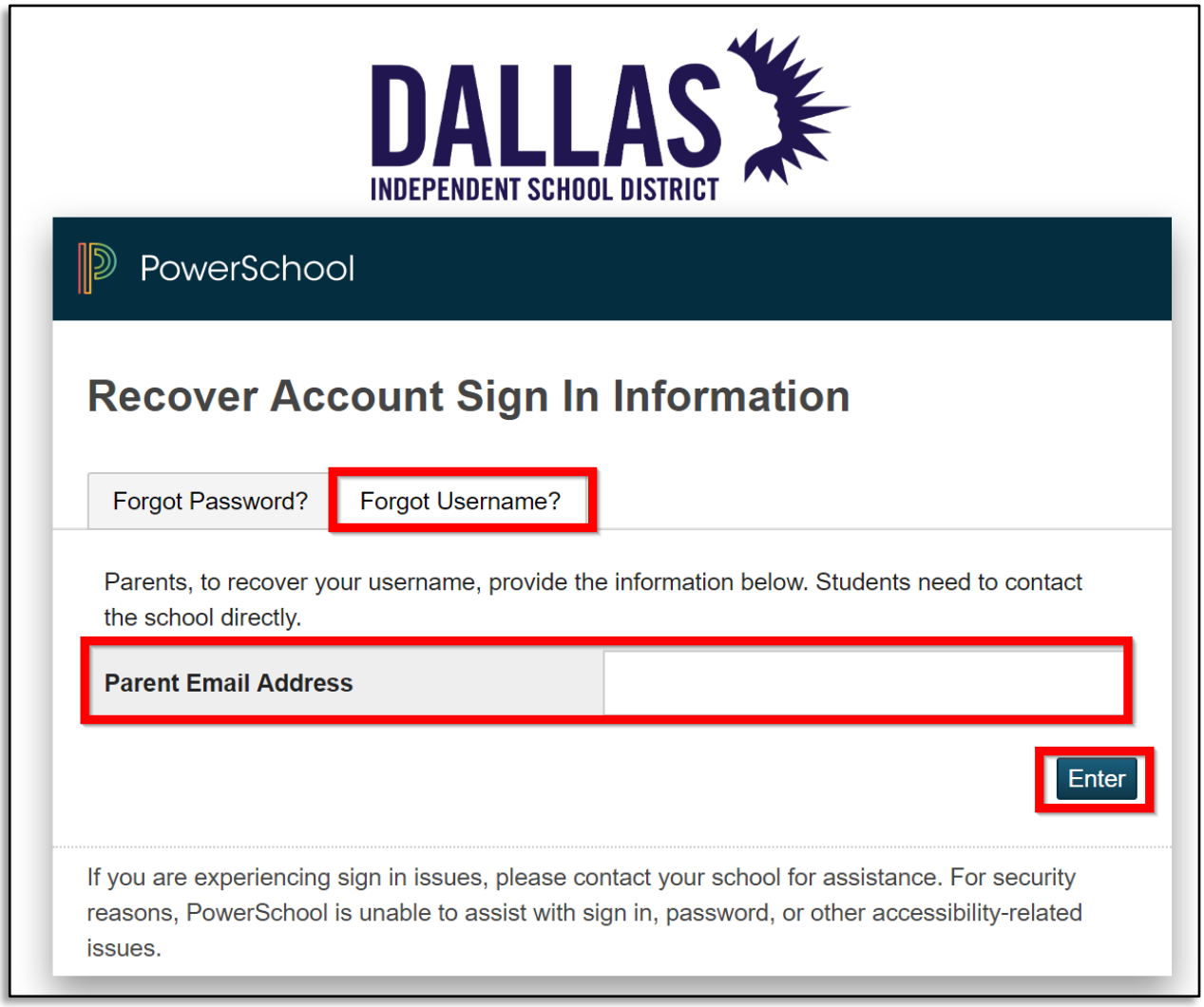
Returning parents with a PowerSchool Parent Portal account, please follow the steps to r**etrieve your Username and Password**:

RETRIVING YOUR USERNAME

1. 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**

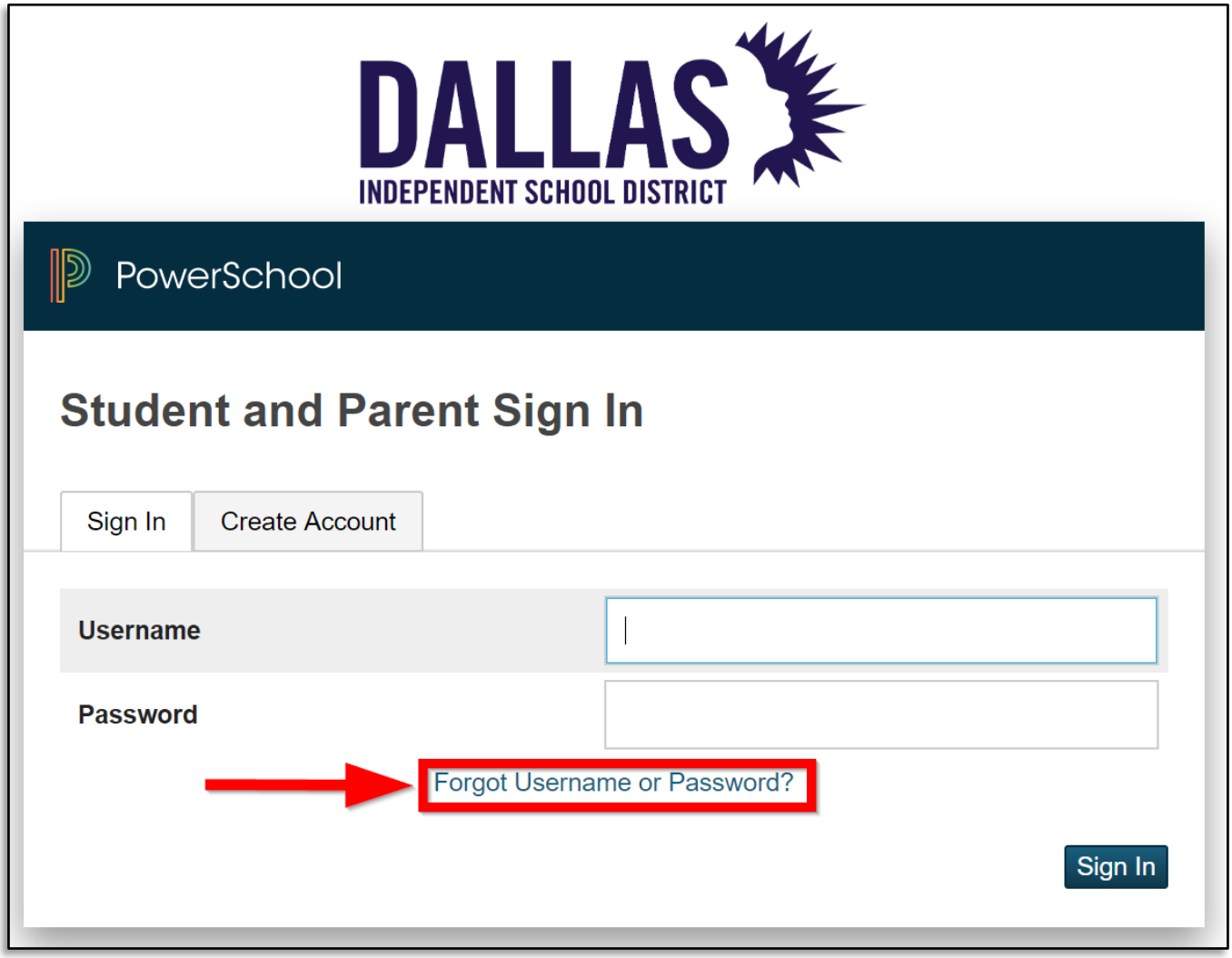


    c. You will receive a popup that if the email address you provided is associated with an account then you will receive an email with your account username.

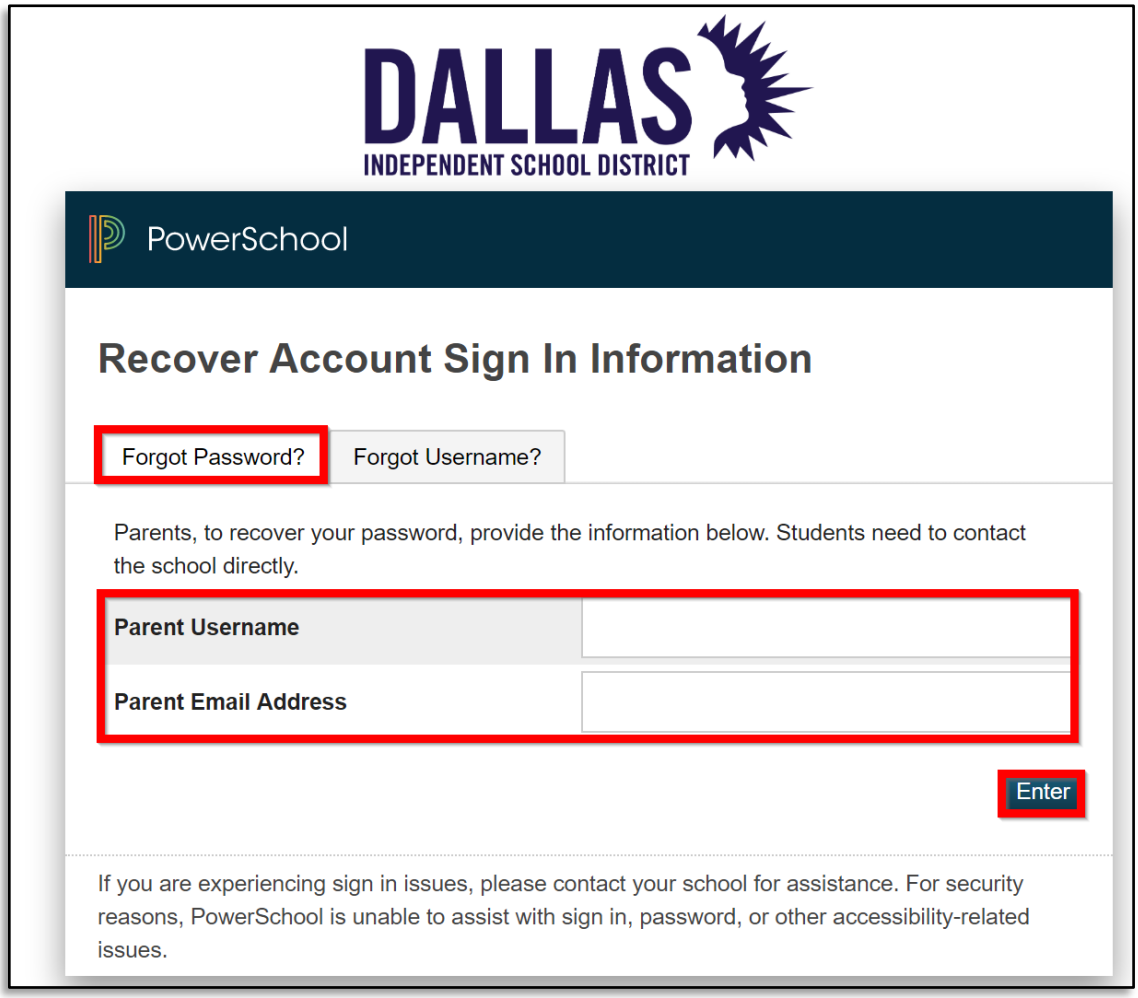
NOTE: If you don't receive an email. Please be sure to check your junk or spam folder.

RETRIVING YOUR PASSWORD

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



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**



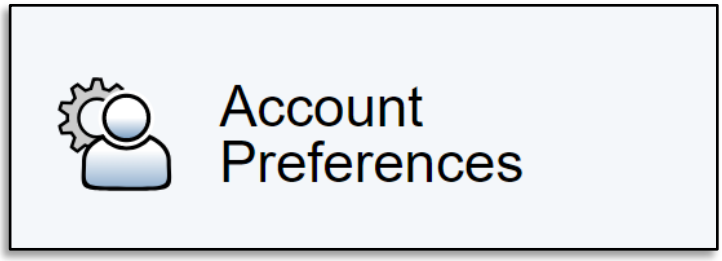
   d. You will receive a popup that a Password Email has been sent.

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

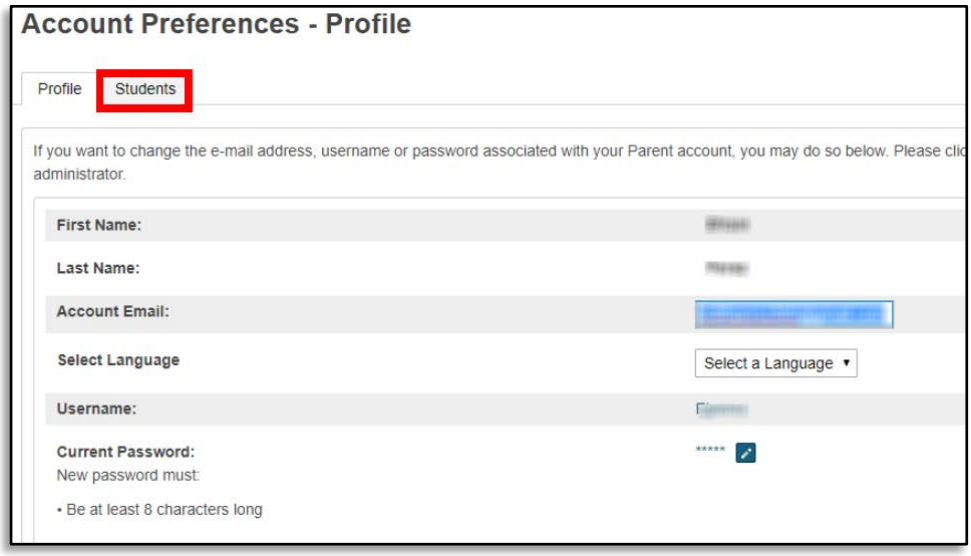
ADDING ANOTHER STUDENT WITHIN PARENT PORTAL

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

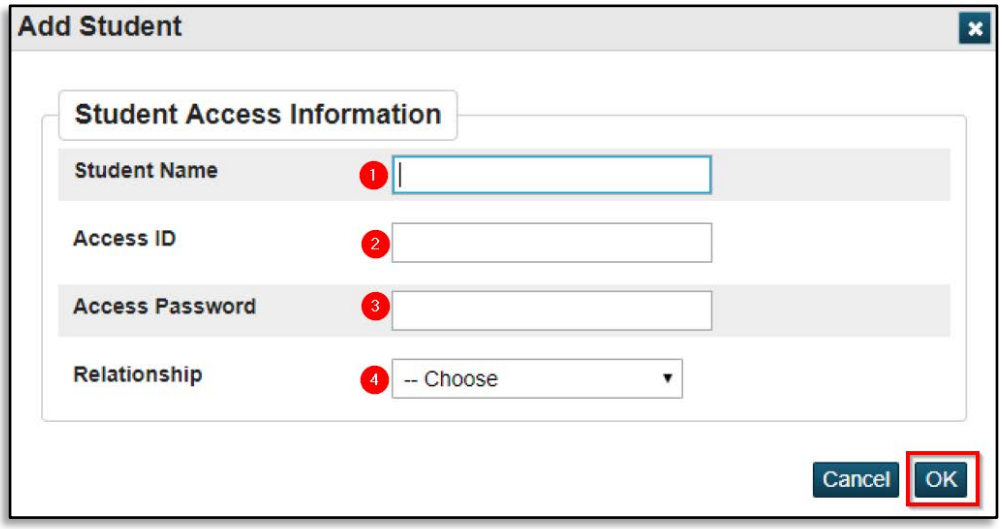
1. Sign In to https://dallasisd.powerschool.com/public enter your username and the password.
2. On the left side, select **Account Preferences** to add another student.



3. Select the **Student** tab.



4. Click **Add.**

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