

# 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 [Parent Portal \(dallasisd.powerschool.com/public\)](https://dallasisd.powerschool.com/public) to login into the Parent Portal.

#### NEW TO PARENT PORTAL

Any parent who has **NEVER** had a Parent Portal account prior to PowerSchool. Will need to create a new account.

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- Click on the Create Account tab to begin creating a parent account.



- The **Create an Account** page will appear.

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- Click **Create Account**.
- Fill in the necessary information for the parent account setup.
  - First Name
  - Last Name
  - Email

- Desired Username
- Password
- Re-enter Password

**PowerSchool**

### Create Parent Account

**Parent Account Details**

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

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

**RECORD PARENT INFORMATION HERE:**

**USERNAME:** \_\_\_\_\_

**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.

**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

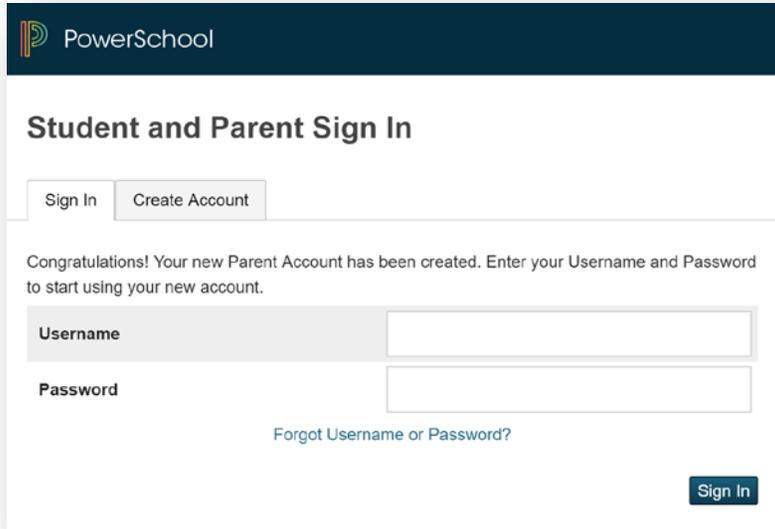
Access Password

Relationship



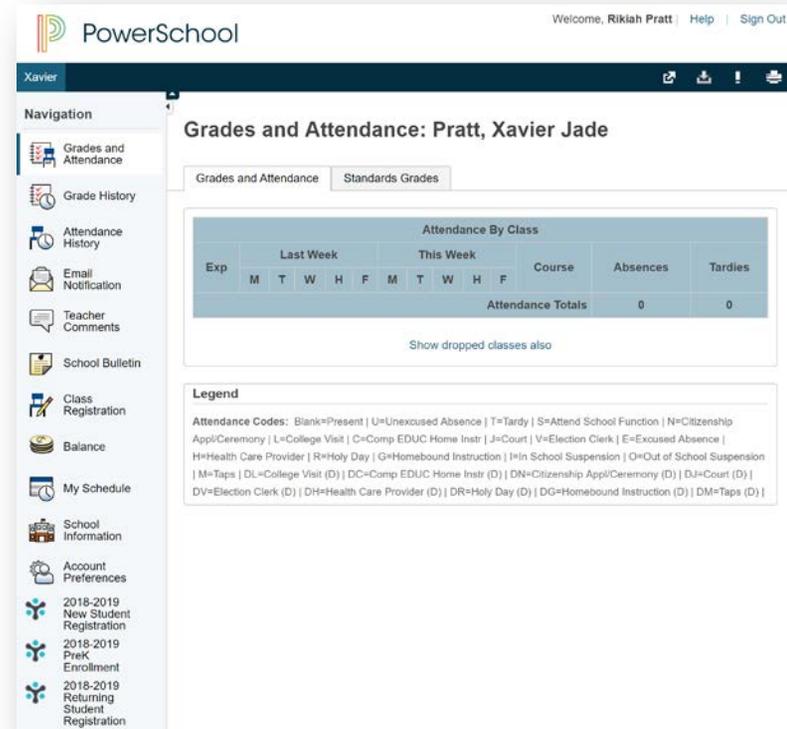
Parents can enter up to seven (7) Access IDs and Passwords.

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



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

### Step 3: INSIDE PARENT PORTAL



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

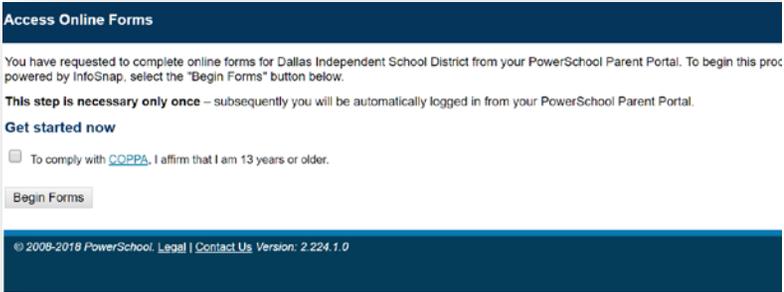
- On the right side of the screen click on the appropriate Online Application.

-  2018-2019 New Student Registration
-  2018-2019 PreK Enrollment
-  2018-2019 Returning Student Registration



  
Select the appropriate Online Application that best fits your student's needs.

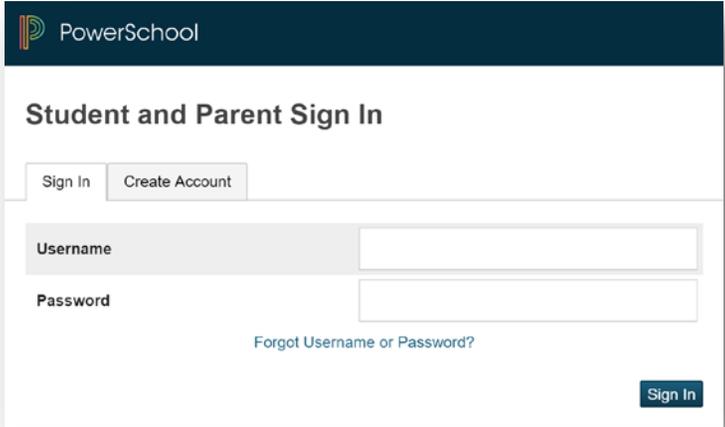
- 2018-2019 New Student Registration
  - 2018-2019 PreK Enrollment
  - 2018-2019 Returning Student Registration
- After clicking on the needed online application, you will be taken to the specific Online Application.
  - Follow the steps on the screen to proceed.



**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.

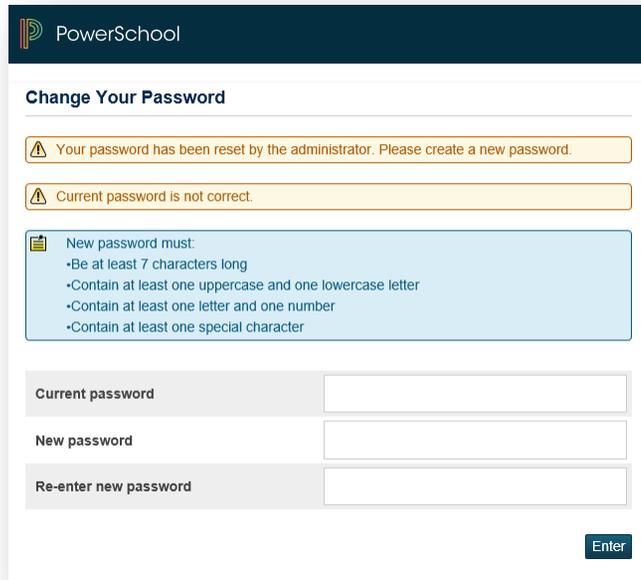
- Click on or go to [Parent Portal \(dallasisd.powerschool.com/public\)](http://dallasisd.powerschool.com/public) to login into the Parent Portal.



- 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.



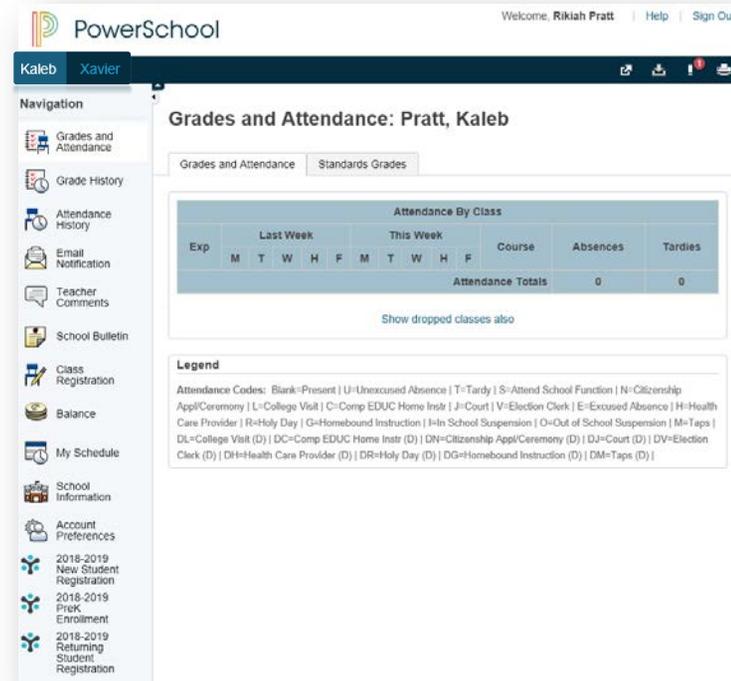
- Enter in temporary password and the credentials for creating a new password.
- Click **Enter**.
- The parent will be prompted to login using the newly created password.

RECORD PARENT INFORMATION HERE:

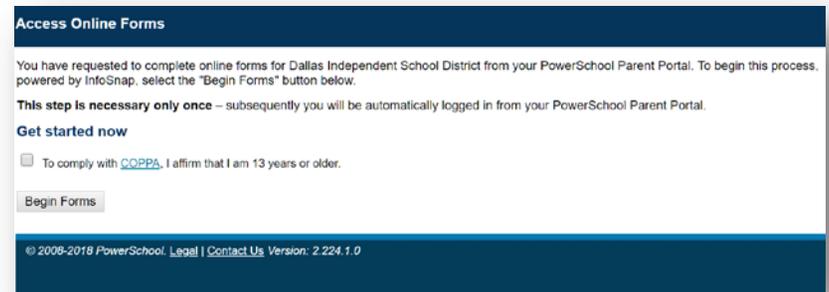
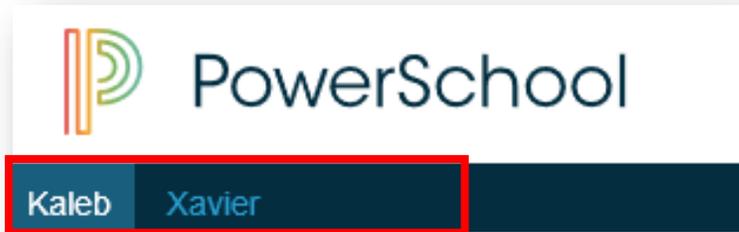
USERNAME: \_\_\_\_\_

PASSWORD: \_\_\_\_\_

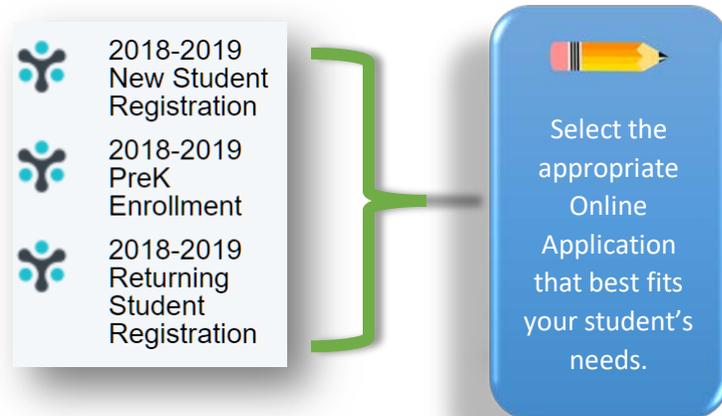
- After logging into the **Parent Portal**, you will see your students who were linked to your account from the previous Parent Portal.



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



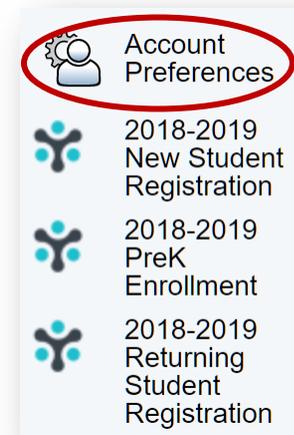
- On the right side of the screen click on the appropriate Online Application.



- 2018-2019 New Student Registration
  - 2018-2019 PreK Enrollment
  - 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.

### Account Preferences - Profile

Profile Students

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name:

Last Name:

Email:

Select Language:

Username:

Current Password:

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

- Click on the **Students** tab.



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

### Account Preferences - Students

Profile Students

**Add**

#### My Students

To add a student to your Parent account, click the ADD button.

1. Xavier Pratt

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

### Add Student

Student Access Information

Student Name:

Access ID:

Access Password:

Relationship:

**Cancel** **OK**

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

**Add Student**

**Student Access Information**

Student Name: Kaleb Pratt

Access ID: 294013

Access Password: .....

Relationship: Mother

Cancel OK

Completed Add Student page

- 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.



- Click **OK**.
- A confirmation page will appear.

**Account Preferences - Students**

Profile | **Students**

Add

**My Students**

✓ Changes Saved

To add a student to your Parent account, click the ADD button.

1. Kaleb Pratt
2. Xavier Pratt