How to Create a Parent Portal Account

Important:
If you are the parent of a child in Grades 6 through 12 you will be able to create a Parent Portal Account. Before you can access the Parent Portal, you will need to setup an account. The letter sent to you from the School District contains your Parent Access ID and Parent Password which you need to in order to set up your portal account. If you need a letter, please send an e-mail message to: psadmin@mccsd.net and include your child's full name, school name, and grade level.
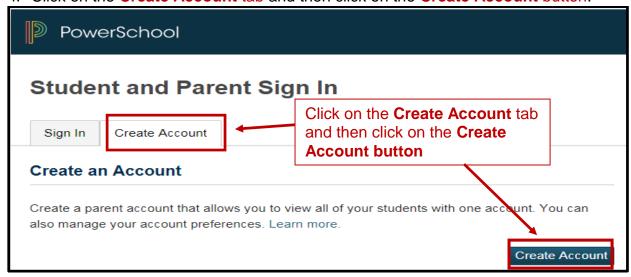
1. Go to the Middle Country School District web page – www.mccsd.net

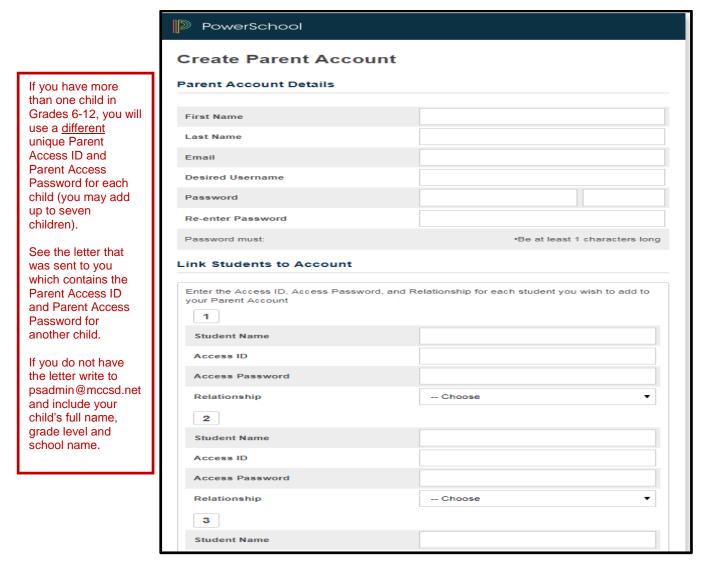2. Click on **PowerSchool icon** located on the top right side of the screen.

PowerSchool

3. Click on the link **Click for Parent and Student Portal**

4. Click on the **Create Account** tab and then click on the **Create Account** button.

5. Fill in all boxes under **Parent Account Details**. You will need to type your First Name, Last Name, e-mail address and create your own personal Desired Username and Password.

6. In the **Link Students to Account** section, enter your child's Full Name (First Name and Last Name), enter the Parent Access ID (from the letter you received) and enter the Parent Access Password (from the letter you received). Select an appropriate Relationship such as Mother or Father.

7. Continue to enter information for up to six additional children, if necessary.

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If you have more than one child in Grades 6-12, you will use a <u>different</u> unique Parent Access ID and Parent Access Password for each child (you may add up to seven children).

See the letter that was sent to you which contains the Parent Access ID and Parent Access Password for another child.

If you do not have the letter write to psadmin@mccsd.net and include your child's full name, grade level and school name.

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IP PowerSchool

Create Parent Account
Parent Account Details

First Name	
Last Name	
Email	
Desired Username	
Password		
Re-enter Password	
Password must:	•Be at least 1 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	-- Choose ▼

2

Student Name	
Access ID	
Access Password	
Relationship	-- Choose ▼

3

| Student Name | |

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8. Click on the **Enter** button at the bottom of the screen to save your account information.

9. You will see **Sign in Page**. Type in your username and password and click **Submit**.