

GETTING STARTED

1. **Log in to the PowerSchool Parent Portal:**

<https://birmingham.powerschool.com/public/home.html>



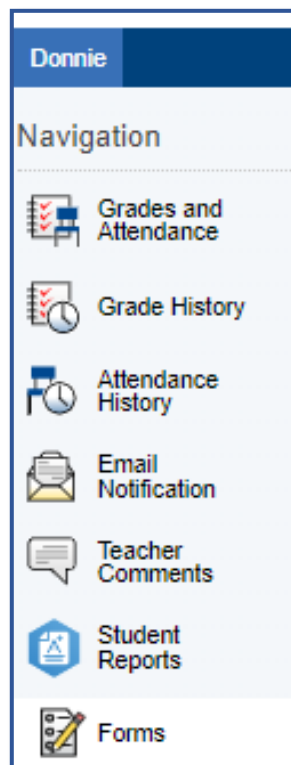
a.

2. **Select the Correct Student:**

- a. Choose the appropriate student from the top ribbon of the screen. If you need to add a student to your account, refer to the "Adding a Student to Your Parent Portal Account" document, which is attached at the bottom of this article.

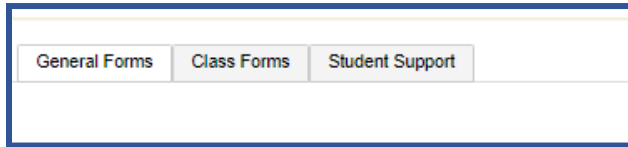
3. **Access the Forms:**

- a. With the correct student selected, locate the form using one of the following methods:
- b. Click on the "Forms" icon in the left-hand navigation bar. This will display a list of available forms.
- c. Begin filling out the form as needed.



4. If No Forms Are Visible:

Check the tabs at the top of the display (General Forms), as the form may be located under a different tab.



5. The Online Annual Registration (OAR) has multiple pages, so please complete each page for your students.

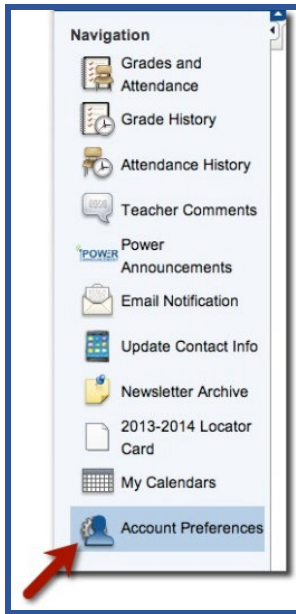
A screenshot of a web application interface titled "School Form Listing for James, Dc". The interface includes a navigation sidebar on the left with icons for Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, Student Reports, Forms, School Bulletin, Class Registration, Balance, My Schedule, Bus Stop, School Information, Account Preferences, and Attendance Monitor. The main content area shows a "General Forms" tab selected, with a search bar and a list of forms. The forms listed are: 1. Birmingham Public Schools Online Annual Registration - Student Information (Approved), 2. Birmingham Public Schools Online Annual Registration - Student Contacts Update (Approved), 3. Birmingham Online Annual Registration Health Information (Approved), 4. Birmingham Public Schools Online Annual Registration - Permissions/Agreements (Approved), and 5. Returning Student Verification Process 24-25 Thank You (Approved). A blue ribbon highlights the first form, and a black arrow points to it.

ADDING STUDENTS TO YOUR PARENT PORTAL ACCOUNT

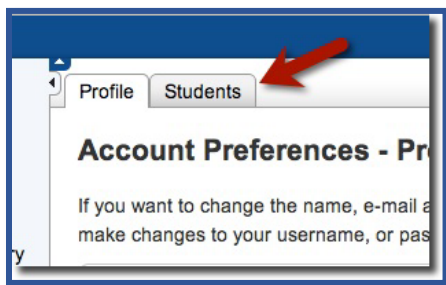
1. Are students missing from the blue ribbon? Please contact your school for a Single Sign On access letter. After you receive the letter, please follow the steps on the next page to add students.

ADDING STUDENTS TO YOUR PARENT PORTAL ACCOUNT

1. When you are logged into PowerSchool, Click on **Account Preferences**, located at the bottom of the menu bar on the left.

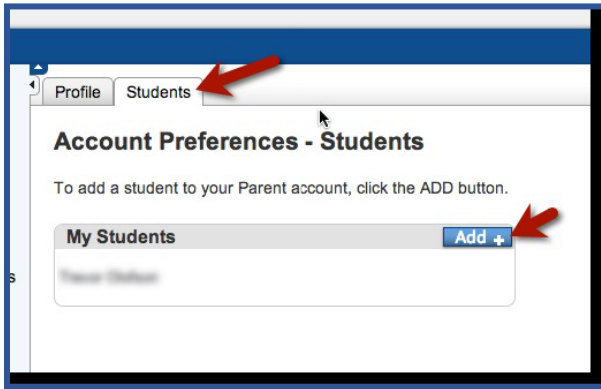


2. At the Account Preferences screen, Click on the **Students** tab.

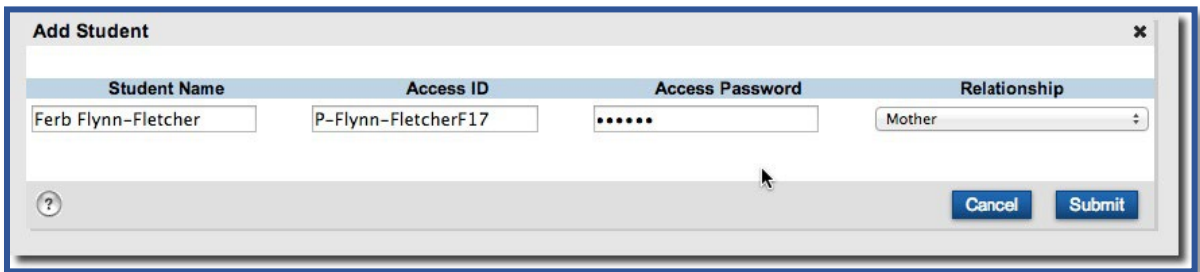


3. Once you are in the Students tab, you will see the name of the student you currently have associated with your account.

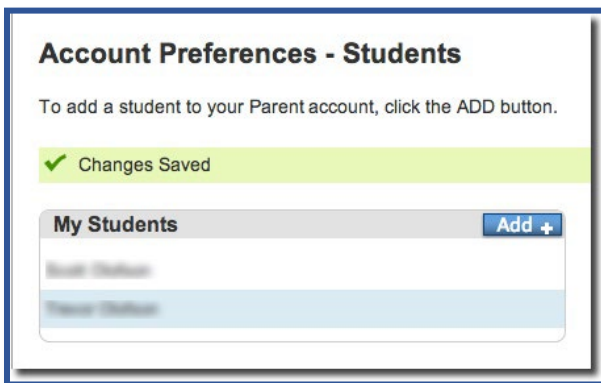
4. Click on the Add+ button to add another student.



5. A window will appear. Enter the information for your student in this area. Click on Submit when you are done.



6. If you entered the correct information, you will see this screen. Under My Students, you will see the student.



7. Repeat these steps to add any additional students to your PowerSchool Parent Account.