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What is PowerSchool Parent Portal?

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins and even personal messages from the teacher.

The Access ID/Access Password emailed to you is not your username/password; you must create an account before continuing.

*******Must 1st Create an Account - Have you Created Your Account?*********

No – STOP
Please refer to the 'Quick Reference Guide to Creating an Account for PowerSchool Parent Portal'. An account <u>must</u> be created first - The document is attached to the email received with your Access ID and Access Password. Document can also be found at pa.gcsnc.com (do not enter the www in front of the address).

Yes

Review the following instructions, beginning at 'Log in to PowerSchool Parent/Student Portal.

An Access ID/Access Password is assigned to each student in the Guilford County School System. Therefore you will need the Access ID/Access Password for each child.

Once the 'Create an Account' process has been completed, please continue.
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Log in to PowerSchool Parent/Student Portal:

Open your web browser to the GCS PowerSchool URL - *gcsnc.powerschool.com/public*
 (<u>do not</u> enter <u>www</u> in front of the address)

The Parent Sign-in page appears.
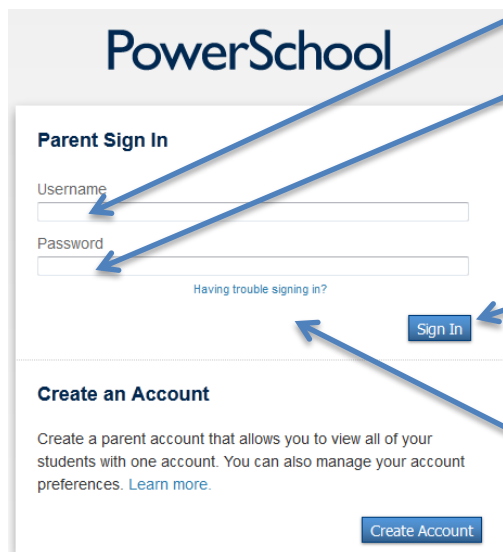
Enter the username you created.

Enter the password you created.

Must manually enter the information, system will not allow copy and paste.

Click **Sign In**.
Do not click Enter on your keyboard as the system may not allow entry into the system.

Having trouble signing in? – Click the link and complete the required information. Make sure the email address entered is the same email address that was used during the 'create an account' process. If not, the system will not send an email to you.
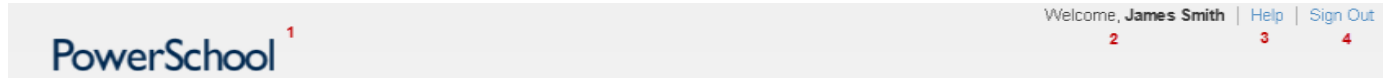
The following are areas of PowerSchool Parent Portal that will be important to you:

Header:
The header appears at the top of the PowerSchool Parent Portal. The header includes the following information:

1. **PowerSchool Logo (see #1 above)**: Click to return to the start page from anywhere within the application.

2. **Welcome (see #2 above)** [Your Name]: The first and last name of the person signed in appears here - your name should appear. If it does not, contact your school's PowerSchool administrator. In an effort to ensure that your account is secure and your information protected, the date and time of the last time you signed in appears when you hover over your name. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school.

3. **Help (see #3 above)**: Click to access the PowerSchool Parent Portal online help. Assistance is just a click away!

4. **Sign Out (see #4 above)**: Click to sign out of PowerSchool Parent Portal. We suggest you sign out each time you are through with PowerSchool Parent Portal.

Navigational Toolbar:
The navigation toolbar appears at the top of the start page, and is common to every page in the application. The navigation toolbar includes the following information:

5. **Student Tabs (see #5 above)** - The first names of the student(s) associated to your parent account appear in alphabetical order. Click the name of the student for whom you want to view information. The page refreshes and displays information for the selected student. If you click the name of a student and the message "Student information is not available at this time" appears, contact your child's school.

6. **Notification Icon (see #6 above)** – Login security feature; displays date and time of your last system login.

7. **Quick glance (see #7 above)** at absences/tardy totals, child's gender/grade/home address.

8. **Quick glance (see #8 above)** at your child's demographics, health alerts, parent/guardian information, and emergency contacts.

9. **Printer Icon (see#9 above)** - Click to print a printer-friendly version of the page you are viewing. Additionally, the page includes   the name of the selected student and the school and school district for that student.

Navigation Menu:

The navigation menu serves as the central point from which to navigate the pages of the PowerSchool Parent Portal. The navigation menu will appear on each screen, making it very easy to navigate from one area to another.

The navigation menu includes the following links:

1. **Grades and Attendance** - Click to view student grades and attendance for the current term. Notice the teacher name is a hyperlink – if you have a Microsoft Outlook account - Click the teacher name to send an email to that teacher.

2. **Grade History** - Click to view student grades for the previous term.

3. **Attendance History** - Click to view attendance history for the current term.

4. **Email Notification** – Click to set what information you would like to receive and how often. Additional email addresses can also be entered. The system will automatically send the requested information.

5. **Teacher Comments** - Click to view any teacher comments.

6. **School Bulletin** - Click to view information that has been posted. This is a good place to see announcements. Here you will also find dates as to when PowerSchool Parent/Student Portal will go offline.

7. **Class Registration** – Click to register for classes and view course requests. This feature may or may not be available for use in our district. Elementary schools most likely will not use this feature.

8. **My Calendars** – Available once teachers begin to use this feature. Click to subscribe to specific homework and event calendars. **Parents note:** the Access ID/Access Password (which was used to create your account) will be required.

9. **School Information** – Click to see the school's address and phone number.

10. **Account Preferences** - Click to manage your PowerSchool Parent Portal account preferences. There is where you can change your email address, password or username. Students cannot change their username.

    Click the 'pencil' icon then enter the new information and submit. If you receive an error message, please contact the data manager at your child's school and ask her/him to make the change for you.

11. **Power School for Parents App** – Click to download the PowerSchool for Parents application for your mobile device. Keep in mind, Guilford County Schools does not support the mobile apps and therefore, cannot assist with issues regarding the app.

Viewing Grades and Attendance:
This screen is the 'Quick Look Up' screen - you can view your child's courses, grades, and attendance in one place.

Grades will appear in the columns for the appropriate term (Q1, Q2, etc).

In order to see assignments attached to that grade, click the grade (it is in blue). The system will navigate you to the assignments; showing the grade given for each assignment

Absences and Tardies will appear for each course.

Explanation of Abbreviations

		Grading Scale
Q1:	First quarter	90 – 100 = A
Q2:	Second quarter	80 – 89 = B
Q3:	Third quarter	70 – 79 = C
Q4:	Fourth quarter	60 – 69 = D
S1:	First semester	Below 69 = F
S2:	Second semester	
E1:	Exam 1st semester	
E2:	Exam 2nd semester	
F1:	Final Grade	

Questions about grades? - Please contact the teacher listed next to the course in question.

Note: The Exam Grade is calculated in the Final Grade and therefore; until the student has completed the exam and exam grade is entered into the teacher's PowerSchool Gradebook, the Final Grade may differ from the Quarter Grade.

Adding additional children to your account:

Already have an active PowerSchool Parent Account and need to add other children to your account? No problem.

Do you have an Access ID and Access Password for the child you need to add?

No – **STOP**

Please visit **pa.gcsnc.com** (do not enter the www in front of the address) and register for the needed Access ID and Access Password. If you registered previously for another child, the system will not let you register again using the same email address. Contact parentassistant@gcsnc.com and ask us to remove the previous registration record.

Yes

Review the following instructions on how to proceed with adding another child to your active PowerSchool Parent Account.

Adding Another Child to Your Active PowerSchool Parent Account:

1. You will need the Access ID and Access Password for the children you wish to add to your account. You can gain this information by registering online at pa.gcsnc.com and the information will be emailed to you or you can visit the data manager at your child's school. Please call ahead before visiting the school to make sure the data manager is available.

2. Log into PowerSchool Parent Portal (see page 1 on how to log in).

3. Click on **Account Preferences.**

4. Click the **Student** tab.

5. The children presently attached to your account will appear. Click **Add**.

6. The system will navigate to a screen where you will need to enter the **Student Name**, **Access ID**, **Access Password**, and your **Relationship** to the child.

7. Click **Submit**. You have now added that child to your account and will be able to view grades, attendance, etc.

Issuing PowerSchool Parent Portal Access to Other Family Members:

Want to give a family member access to your child's grades and attendance? If so, following the instructions listed:

If you have an active PowerSchool Parent Portal account and you want another family member to view your child's grades and attendance, you can certainly make that happen. Following are instructions on how you can issue access to the Parent Portal to other family members.

Access can be granted two different ways:

1. Give the family member:
   a. The **Access ID** and **Access Password** that you received from the registration process or from your child's school.
   b. The Quick Reference Guide for Creating a PowerSchool Parent Account.
   c. The PowerSchool Parent Portal web address: gcsnc.powerschool.com (do not enter www in the address).
   d. A copy of these instructions pages 1-5.

   OR

2. Follow instructions in the Quick Reference Guide for Creating a PowerSchool Parent Account, entering the family member's name and email address instead of your name and email address. Make sure you do the following:
   a. Enter your child's name.
   b. Enter your **Access ID** and **Access Password** that you received from the registration process or from your child's school.
   c. Enter the family member's relationship to your child. Click Enter – do not click Enter from your keyboard as the system will not accept that function.
   d. Provide the username and password you created for the family member.
   e. Provide a copy of these instructions to the family member, letting him/her know you have created an account for them.

The family member can now see everything you see for your child within PowerSchool Parent Portal.

Keep in mind if the family member contacts the school regarding their PowerSchool Parent Portal account, the school will not be able to help them unless they are listed as parent or guardian to the student.

Guilford County Schools App:

Parents can now download the new Guilford County Schools app from your portable devices. Once the app is downloaded, you will find a link to PowerSchool within the app. Go to download apps from your portable device, enter Guilford County Schools and download (screen shot of the app shown below).