

POWERSCHOOL PARENT PORTAL FREQUENTLY ASKED QUESTIONS

What if I don't have a PowerSchool Parent Account?

1. **Obtain Credentials:** Call the school to obtain your Access ID and password.
2. **Go to Portal:** Open an Internet browser on your computer and type <http://lphs.powerschool.com> in the address bar.
3. **Create Account:** Click the "Create Account" button at the bottom of the page.
4. **Complete Fields:** Complete the fields on the top half of the page.
5. **Link Student:** To link a student to your account, enter the Student's name, Access ID, and Access Password given to you by the school into the appropriate fields.
6. **Select Relationship:** Select your relationship with the Student from the drop-down menu.
7. **Add More Students (Optional):** If you have other students who need to be added, add their names, Access IDs, and Passwords to the list. You can also add additional students after logging in for the first time.
8. **Finish:** Click the blue "enter" button to finish creating your account.
9. **Log In:** Once your account is created, enter the username and password you chose for your parent account.
10. **Proceed to Forms:** Proceed to the Forms.

What if I forgot my parent portal login name and password?

- **Access Login Page:** Select the "Having trouble logging in?" link from the PowerSchool login page.
- **Forgot Password:** If you forgot your password, click the Forgot Password link.
 - Fill in your username and email address and click enter.
 - The system will send you a Security Token with instructions on resetting your password to the email address on file.
 - The Security Token expires in 30 minutes. You must repeat the process if you fail to reset the password in the allotted time.
- **Forgot User Name:** If you forgot your User Name, click the Forgot User Name tab, enter your email address, and click Enter.
 - The system will send you an email listing your user name.

What if I need assistance with accessing or creating my PowerSchool Parent Account?

You may contact Mrs. Reese at 815-220-2732, 7:30 a.m. - 3:15 p.m.

What if I have a PowerSchool Parent Portal Account, but not for all the students I need to register?

1. **Log In:** Log into your PowerSchool parent portal account at <http://lphs.powerschool.com>.
2. **Account Preferences:** Click **Account Preferences** on the left side of the screen.
3. **Students Tab:** Click the gray **Students** tab below the blue bar with student names.
4. **Add Student:** Click the blue **Add+** button on the right side of the screen.
5. **Enter Student Info:** In the appropriate fields, enter the Student's name, Access ID, and Access Password given to you by the school.
6. **Select Relationship:** Select your relationship to the Student from the drop-down menu.
7. **Submit:** Click the **Submit** button.

8. **Add More (Optional):** Other students can be added to this account by repeating steps 4-6.
9. **Proceed to Registration:** Proceed to Online e-Registration.

What if I recently moved to the area and have a new student who has never attended LaSalle-Peru High School?

- **Contact Counseling Office:** Visit the LPHS counseling office at 541 Chartres St. LaSalle or call 815.220-2749.
- For transfer information, please refer to the Counseling Section of our website.
- You will be provided an Access ID and Password to create your PowerSchool Parent Account.
- Then, refer to "What if I don't have a PowerSchool Parent Account?" above.
- Once your student is enrolled and your parent account is active, proceed to the Online Registration Instruction Sheet.

What if I want additional information on the PowerSchool Parent Portal?

Visit the school's website for the Parent Portal User Guide.