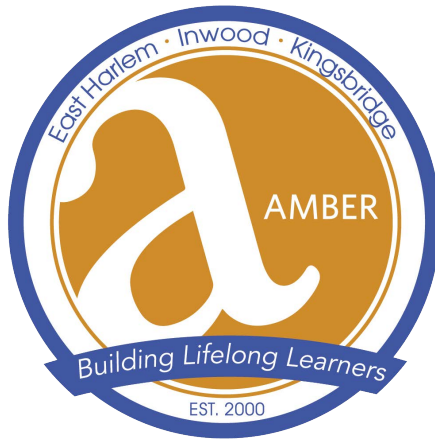




PowerSchool Parent Portal

January 2023

Access to the PowerSchool Parent Portal

The PowerSchool Parent Portal is accessible from any device with Internet access (i.e. computer, tablet, smartphone). Amber's Parent Portal can be accessed by typing the following:

<https://ambercharter.powerschool.com/public>

You can also access the PowerSchool Parent Portal via the free mobile app available in both iOS (iPhone or iPad) or Android devices. On iOS devices, the PowerSchool app can be downloaded via the App Store and on Android devices, the PowerSchool app can be downloaded via the Google Play Store.



In order to access the site via the mobile app, you will need to enter Amber's district code as follows:



Creating a PowerSchool Parent Portal Account

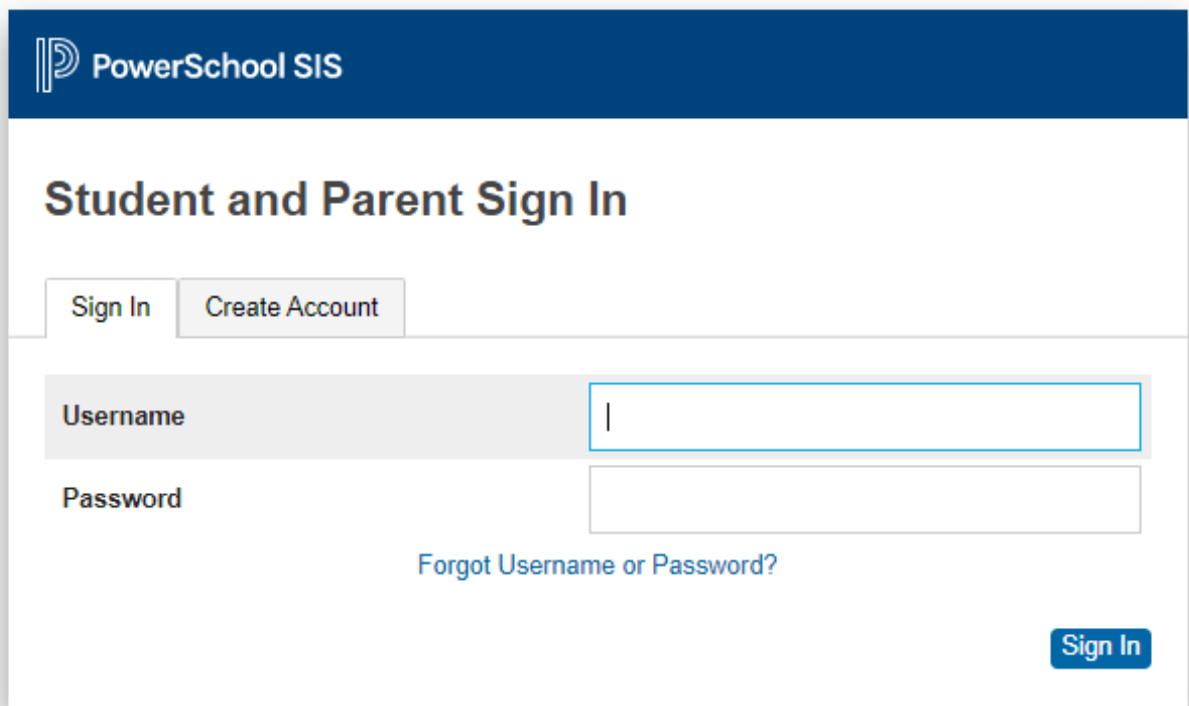
To access the PowerSchool Parent Portal, you will need to create 1 (one) account to access the information for all children you currently have enrolled at Amber. Prior to creating your account, you are required to:

- The account must be created using a computer's web browser. This will be needed before you can access the account using the app.
- Use the email address we have on file. This is the email you receive ParentSquare messages.
- Obtain an access ID and Password for each child you have enrolled at Amber

Please reach out to the Operations Team via the operations email for assistance with sign up.

HOW TO SIGN UP

Step 1: Access the Parent Portal on a computer NOT MOBILE DEVICE. <https://ambercharter.powerschool.com/public>



The screenshot shows the PowerSchool SIS login page. At the top is a dark blue header with the PowerSchool SIS logo. Below the header, the title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" (active) and "Create Account". Below the tabs are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A blue "Sign In" button is in the bottom right corner.

Step 2: Click on Create Account tab



This screenshot is identical to the one above, but the "Create Account" tab is circled in red to indicate it should be selected for the next step.

Step 3: Enter the information below to create a Parent/Guardian account:

The screenshot shows the 'Create Parent Account' form in the PowerSchool SIS system. The form is titled 'Create Parent Account' and has a section for 'Parent Account Details'. It contains several input fields: First Name, Last Name, Email, Desired Username, Password, and Re-enter Password. A note at the bottom states 'Password must: •Be at least 8 characters long'. Five numbered yellow callout boxes with red arrows point to the respective input fields: 1. Type in First Name, 2. Type in Last Name, 3. Type in Email Address, 4. Type in Desired Username, and 5. Type in desired password and re-enter password.

PowerSchool SIS

Create Parent Account

Parent Account Details

First Name		1. Type in First Name
Last Name		2. Type in Last Name
Email		3. Type in Email Address
Desired Username		4. Type in Desired Username
Password		5. Type in desired password and re-enter password
Re-enter Password		

Password must: •Be at least 8 characters long

Step 4: Enter the information below to link students to a Parent/Guardian account:

The screenshot shows the 'Link Students to Account' form in the PowerSchool SIS system. It has a section for 'Link Students to Account' with a sub-instruction: 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. There are two numbered sections, 1 and 2. Section 1 has fields for Student Name, Access ID, Access Password, and Relationship (a drop-down menu). Section 2 has fields for Student Name and Access ID. Four numbered yellow callout boxes with red arrows point to the respective fields: 1. Enter Student First and Last Name, 2. Enter Parent Access ID from Letter for Student, 3. Enter Access ID Password from Letter for Student, and 4. Select your respective relationship to the student from the drop-down.

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		1. Enter Student First and Last Name
Access ID		2. Enter Parent Access ID from Letter for Student
Access Password		3. Enter Access ID Password from Letter for Student
Relationship	-- Choose	4. Select your respective relationship to the student from the drop-down

2

Student Name	
Access ID	

You can repeat Step 4 to link other students to a Parent/Guardian account.

Step 5: Click Enter at the bottom of the page to complete setting up your account:



It is important that you keep your Username and Password confidential so only you can access the information.

Logging Into the PowerSchool Parent Portal

To log in, enter the URL below into your web browser address bar:

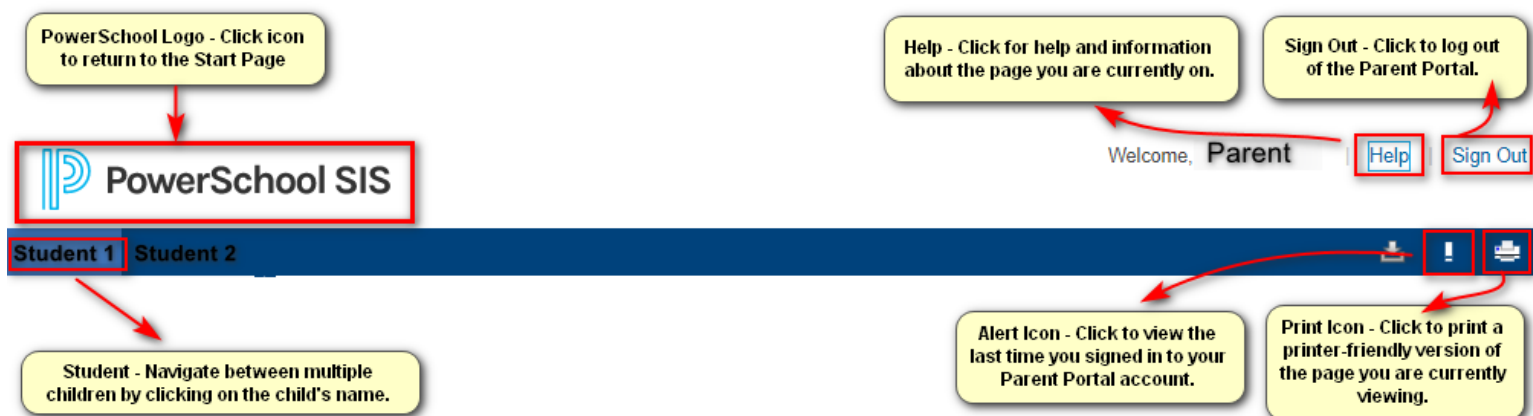
<https://ambercharter.powerschool.com/public>

The image shows the PowerSchool SIS login page. At the top is a dark blue header with the PowerSchool SIS logo. Below the header, the title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are two input fields: "Username" and "Password". A yellow callout box with the text "1. Enter your Username and Password." has two red arrows pointing to the Username and Password input fields. Below the input fields is a link that says "Forgot Username or Password?". At the bottom right, there is a blue "Sign In" button. A yellow callout box with the text "2. Click Sign In" has a red arrow pointing to the "Sign In" button.

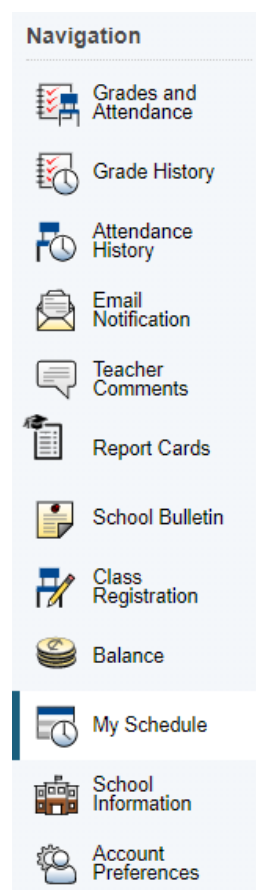
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Navigating the Parent Portal

The following Navigation Bar appears at the top of every page in the PowerSchool Parent Portal:



Once you have logged into the Parent Portal, you will now have real-time access to the following items for your child(ren) located in the Navigation Menu panel on the left-hand side of the page:



- Grades and Attendance (Current)
- Grade History
- Attendance History
- Email Notification (Set-up)
- Teacher Comments
- Report Cards (Grades PK-6 only)*
- School Bulletin for Important Messages
- Student Schedule
- School Information
- Account Preferences

The PowerSchool Parent Portal automatically opens to the Grades and Attendance page. It is the default quick lookup page, which displays student's classes, attendance, teachers and grades, which are pulled from each respective teacher's gradebook.

Grades and Attendance: Student 1

Grades and Attendance
Standards Grades

2. Grade by Term(s)

Attendance By Class																										
Exp	Last Week					This Week					Course	M1	T1	M2	E1	S1	T2	M3	M4	E2	T3	S2	Y1	Absences	Tardies	
	M	T	W	H	F	M	T	W	H	F																
EA(A-E)												HR Attendance - 1st Grade	[i]	[i]	[i]	[i]	[i]	[i]	[i]	[i]	[i]	[i]	[i]	[i]	10	0
												Email Teacher Name Rm: 3														

1. Attendance with Codes for last two weeks.

3. Total number of absences and tardies

- Attendance:** Provides a snapshot of the last two weeks of the student's attendance. A legend is located at the bottom of the quick lookup screen with more information regarding attendance codes.
- Course Grades (by term):** When grades become available for each specified term, you are able to click on the class grade to see class assignments (if posted by the course teacher) for the current academic year.

Class Score Detail: Student Name

Grades and Attendance
Standards Grades

Course	Teacher	Expression	Final Grade ¹
HR Attendance - 1st Grade	Teacher Name	EA(A-E)	— _ %

Teacher Comments:

Section Description:

Assignments

Due Date	Category	Assignment	Flags	Score	%	Grade	
No Assignments found.							
No Assignments Scored							

3. **Absences/Tardies Total:** To view the list of attendance dates for absences and tardies, click on the number for either column. You will be directed to the Dates of Attendance page.

Dates of Attendance:

Dates of all absences for HR Attendance - 1st Grade Exp. EA(A-E)		for M1:
1.	- ILA	
2.	- ILA	
3.	- ILA	
4.	- ILA	
5.	- ILA	
6.	- ILA	
7.	- ILA	
8.	- ILA	
9.	- ILA	
10.	- ILA	

Navigation Icon	Description
 Grades and Attendance	The Grades and Attendance page displays term grades and an attendance summary for the selected student.
 Attendance History	The Attendance History page displays information about a student's attendance record for the current term.
 Email Notification	The Email Notifications page provides you will the ability to manage your parent account email preferences, including what information you would like to receive, how often you would like to receive the information, and any additional email addresses that you would like the information sent to. Email preferences may be applied to a single student or all students associated with your parent account.
 Teacher Comments	The Teacher Comments page displays any comment that a teacher has entered regarding a student, such as a student's achievement or behavior.
 School Bulletin  Class Registration	The School Bulletin and Class Registration pages will not be used at Amber.

PARENT PORTAL USER GUIDE

Navigation Icon	Description
 My Schedule	The My Schedule page will display the selected student's schedule, which can be viewed in two ways: a Week View schedule and a Matrix View schedule.
 School Information	The School Information page displays the physical address and contact information for the selected student's school.
 Account Preferences	The Account Preferences page provides you will the ability to manage your parent account information. In addition, you can add any and all students for whom you have legal and parental rights to your account in order to view their information by way of your account.