

Accessing Your PowerSchool Parent Account

Once registration opens, you will receive an email that will prompt you with the appropriate link and access codes needed to create your account and begin registering your student(s).

.....

You can also access PowerSchool directly using Danville's Unique Link:

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

***If you've already created your account, you can type in your username and password on the sign-in page and skip down to page five of this instruction manual!

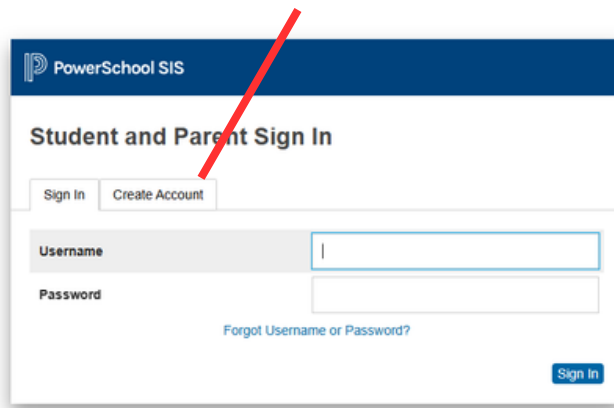
Getting Started

PowerSchool's parent account is a tool integrated into the PowerSchool Student Information System (SIS) specifically developed for parents. By creating a parent account, you can have:

- access to multiple students with one login
- a personalized account for each parent and guardian.

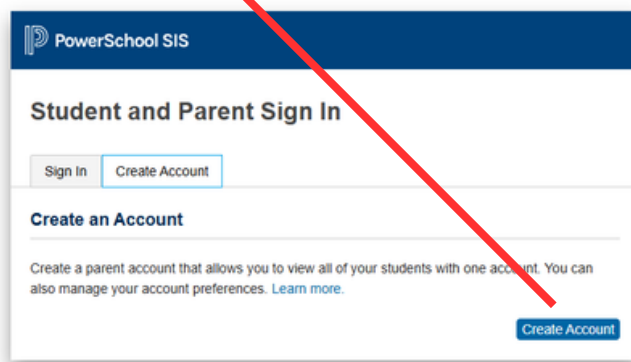
To get started, you must create your PowerSchool account and attach students.

1. First, click the "Create Account" tab.



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

2. Then, hit "Create Account" again.



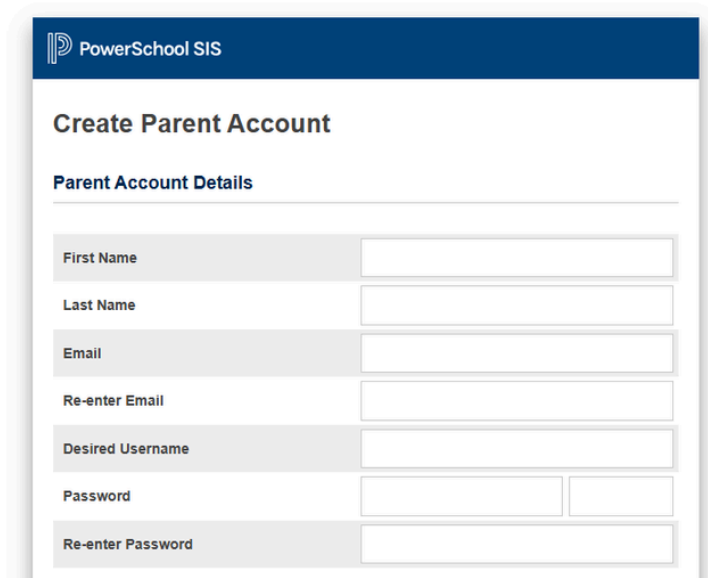
The screenshot shows the "Create an Account" page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page title is "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". A red arrow points to the "Create Account" tab. Below the tabs, there is a section titled "Create an Account". The text below this section reads: "Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)" A "Create Account" button is in the bottom right corner.

You will need your student's...

- Access ID - you will need to enter the ID emailed to you by PowerSchool
- Access Password - you will need to enter the password emailed to you by PowerSchool
- Relationship - should be your relationship to the student (e.g., father or mother)

3. Enter your account details:

- a. Name
- b. Email (will be used in case you need to recover your password)
- c. Unique login ID and password



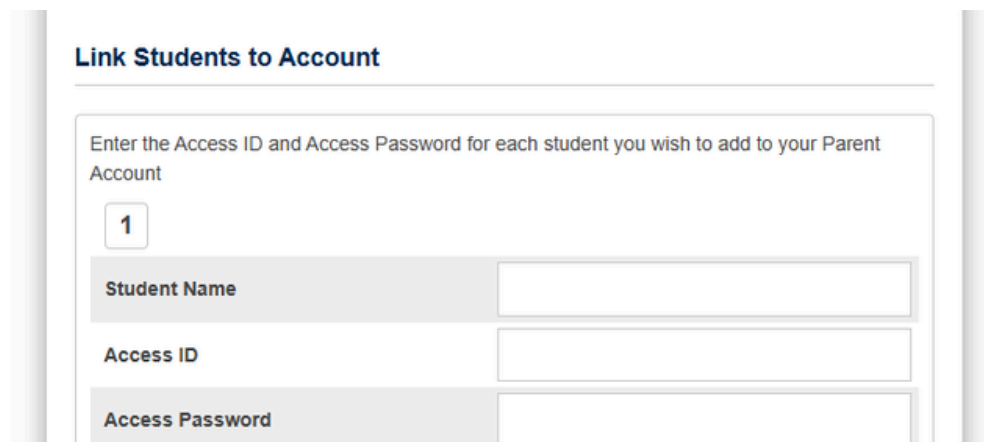
The screenshot shows the 'Create Parent Account' form in the PowerSchool SIS system. The form is titled 'Create Parent Account' and is under the heading 'Parent Account Details'. It contains several input fields: 'First Name', 'Last Name', 'Email', 'Re-enter Email', 'Desired Username', 'Password', and 'Re-enter Password'. The 'Password' field is split into two adjacent boxes for entering the password and its confirmation.

4. Enter your student's account information:

- a. Name (can be a nickname)
- b. Access ID and password
- c. Relationship to student

***Repeat for additional students.

***You can enter up to 7 students on this page. If you need to add more, you can do that after you create your parent account.



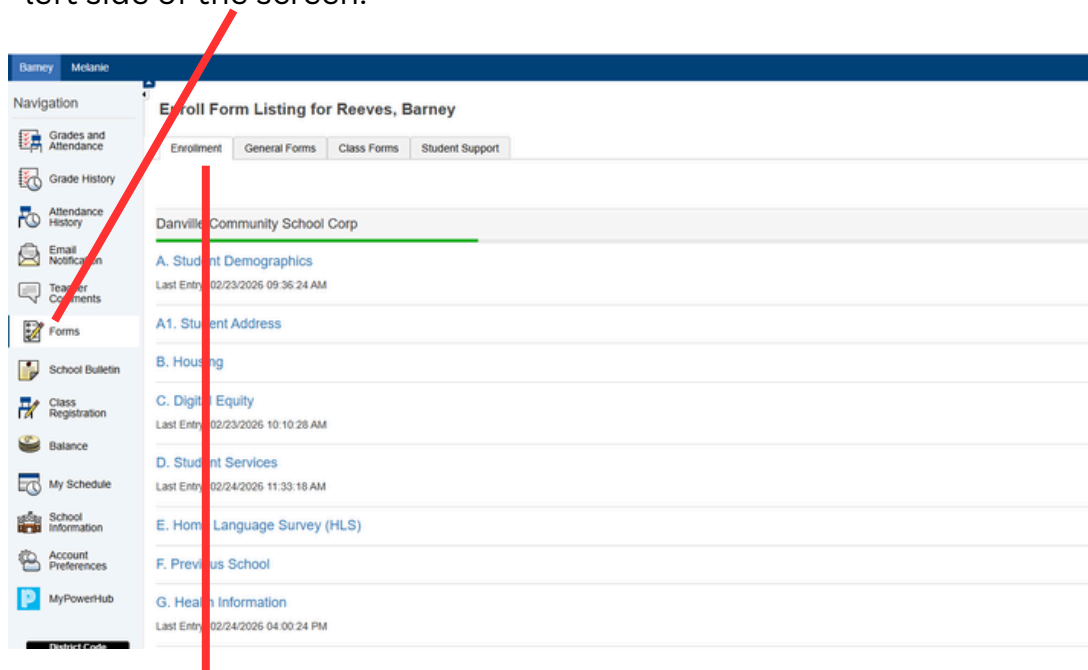
The screenshot shows the 'Link Students to Account' form. It has a title 'Link Students to Account' and a sub-heading 'Enter the Access ID and Access Password for each student you wish to add to your Parent Account'. There is a small box containing the number '1', likely indicating the student count. Below this, there are three input fields: 'Student Name', 'Access ID', and 'Access Password'.

5. Scroll to the bottom of the screen and click “Enter.”

***When your account is successfully created, you will be returned to the login screen with a confirmation message.

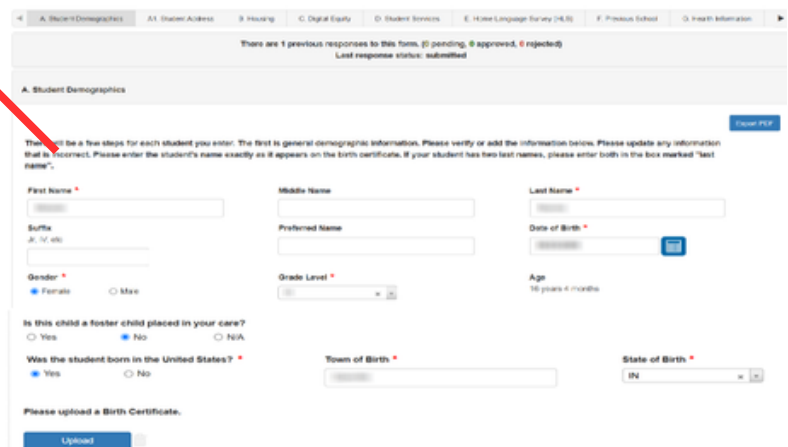
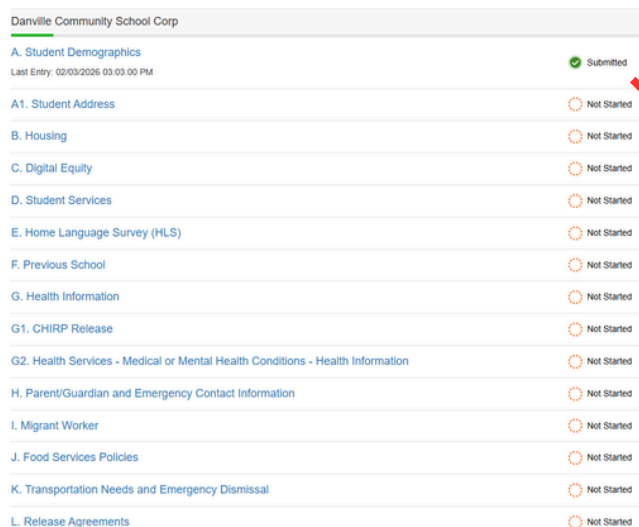
6. Use the user name and password you entered in the previous step to log in to the parent account.

7. Select the student you wish to register and navigate to the “Forms” tab on the left side of the screen.



8. Navigate to the “Enrollment” tab along the top.

9. Fill out ALL forms/sections as presented.



10. Click "Submit" after each section to ensure registration is complete.



***Only ONE registration record may be submitted for each student. A parent/guardian who starts a registration for a student becomes the only registrant possible for this student.

*** If you are not actively working in PowerSchool, your session may time out. If so, you will need to log in again.

Navigation Bar

The screenshot shows the navigation bar of the PowerSchool SIS interface. It features a dark blue header with the PowerSchool logo on the left and navigation links on the right. Below the header is a dark blue bar containing the user's name 'Melanie' and several icons. Red lines connect text labels to these specific elements.

PowerSchool Logo
Click to return to the start page

Sign Out
Click to log out of PowerSchool

Student
Select between students by clicking on name

Printer Icon
Click to print the current page for your records

PowerSchool SIS

Welcome, Anna Reeves | Help | Site Map | Sign Out

Melanie

Learning the Main Menu

Navigation



Grades and Attendance



Grade History



Attendance History



Email Notification



Teacher Comments



Forms



School Bulletin



Class Registration



Balance



My Schedule



School Information



Account Preferences



MyPowerHub

- **Grades and Attendance:** View student grades and attendance for the current term. For elementary students, click the “Standards Grades” tab.
- **Grade History:** View traditional student grades for previous terms.
- **Attendance History:** View attendance history for the current term.
- **Email Notifications:** View reports sent via email.
- **Teacher Comments:** View any teacher comments.
- **Forms:** View, fill out, submit, and track required school paperwork (emergency contacts, consent forms, enrollment updates, etc.).
- **School Bulletin:** View communications posted by your school or teacher.
- **Class Registration:** Usually available only in Semester 2 for Middle Schools and HS for registering for classes for the following year.
- **Balance:** View an online version of your textbook rental statement and balance.
- **My Schedule:** View your student’s schedule. This is visible in a week view that shows only the current term with times or a matrix view that shows all terms.
- **School Information:** View your school contact information, such as address and phone.
- **Account Preferences:** View/Update your account email, username, or password and add students.
- **MyPowerHub:** View your student’s educational data.