

Parent Portal Guide

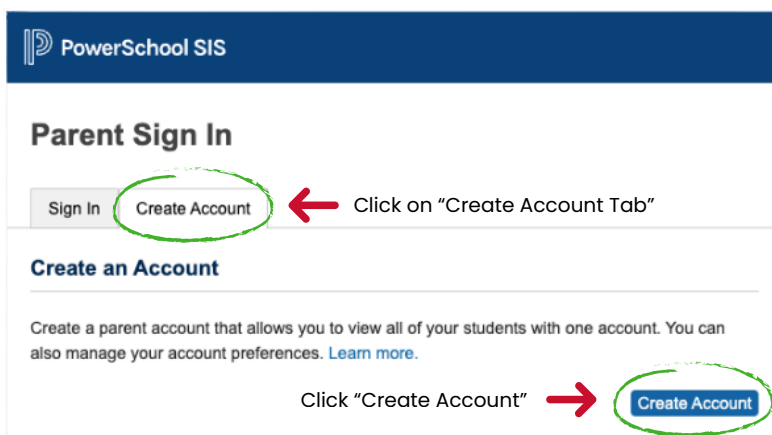
How to Create a Parent Portal Account

- 1 To access the PowerSchool Parent Portal, open a web browser and go directly to: <https://hcpa.guardian.powerschool.com/>

You can also access the Parent Portal through the HCPA website:

- > Go to www.hcpak12.org
- > Click "Student Links"
- > Select "MyPowerHub"

- 2 Click the "Create Account" tab, then select the blue "Create Account" button.



PowerSchool SIS

Parent Sign In

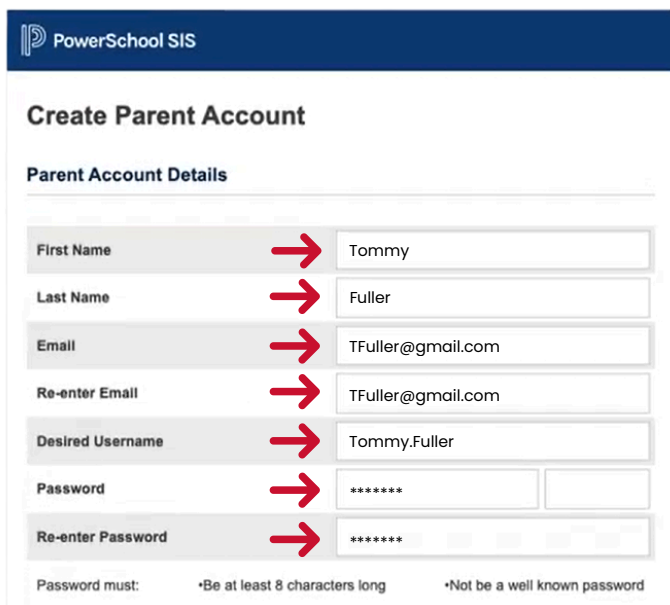
Sign In **Create Account** ← Click on "Create Account Tab"

Create an Account

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.](#)

Click "Create Account" → **Create Account**

- 3 Enter your information in each field under "Parent Account Details." Create a username and password.



PowerSchool SIS

Create Parent Account

Parent Account Details

First Name	→	Tommy
Last Name	→	Fuller
Email	→	TFuller@gmail.com
Re-enter Email	→	TFuller@gmail.com
Desired Username	→	Tommy.Fuller
Password	→	*****
Re-enter Password	→	*****

Password must: •Be at least 8 characters long •Not be a well known password

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- 4 Link each child to your Parent Account. Enter the student's full name, **Access ID**, and **Access Password** provided in this packet. Repeat this step for each child you want to add.

Link Students to Account

Enter the Access ID and Access Password for each student you wish to add to your Parent Account

1

Student Name	→	Sandy Daisy Fuller
Access ID	→	****
Access Password	→	****

- 5 After entering your child's information, click "Enter" to create your Parent Account.

1

Student Name	Sandy Daisy Fuller
Access ID	****
Access Password	****

Click "Enter" → 

- 6 Your Parent Account has been created. A green confirmation message will appear to confirm.

 PowerSchool SIS

Parent Sign In

Sign In Create Account

✓ Your new PowerSchool account was previously verified. Enter your Username and Password to start using your new account.

Username	
Password	

[Forgot Username or Password?](#)

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- 7 Check your email for a "PowerSchool Account Email Verification" message. Click the verification link within 24 hours to verify your email address.

PowerSchool Account Email Verification

Inbox



Power School

To: me · Thu, Jul 23 at 1:10 PM ▾

Visit site ↗



PowerSchool SIS

Hmong College Prep Academy

Your PowerSchool account is pending verification.

To verify, click the link to sign in to your PowerSchool account within 24 hours of receiving this message:

<https://hcpa.powerschool.com/public/home.html?tkn=aDshSmtuR0B8O2AnKmt0UWwocGp-KIR2O30IajUyld0b255c2FvaGFuZ0B5YWVhby5jb20=>



Click the link to verify your email

If the link does not work, copy and paste the link into a new browser window.

Note: Replies to this message are not monitored or answered.

Sent on behalf of sonya.zucker@hcpak12.org

- 8 After verifying your email, allow up to 24 hours for your account information to sync. Then return to the "Parent Sign In" page and enter the username and password you created to access your account.

Parent Sign In

Sign In Create Account

Username

Tommy.Fuller

Password

[Forgot Username or Password?](#)

Sign In

Congratulations! You created your Parent Portal Account.

Through the PowerSchool Parent Portal, you can view your child's grades, assignments, attendance, class schedule, and other important school information.

Having issues creating your account?

Please contact our Front Desk at frontdesk@hcpak12.org for assistance.