

INSTRUCTIONS ON HOW TO CREATE A POWERSCHOOL PORTAL ACCOUNT

Follow these steps to access your student's grades and attendance online:

1. **Visit the Portal:** Open your web browser and go to baldwinco.powerschool.com.
2. **Create Your Account:** Click the Create Account button at the bottom of the page and fill out the required information in the top section.
3. **Link Your Student(s):** Under the "Link Students" section, enter your student's name exactly as it appears on school records, along with the Access ID and Access Password provided by the school.
4. **Define Relationship:** Select your relationship to the student from the drop-down menu. You can add multiple students at this time or add them later via your settings.
5. **Finish Registration:** Click the blue Enter button to complete the process.
6. **Log In:** Use your new username and password to sign in and view your student's information.

Key Tips for Parents:

- **Case Sensitivity:** Ensure you enter the Access ID and Password exactly as they appear in your letter.
- **Multiple Kids?** You only need one parent account; just add each child's unique ID to your single profile.
- **Need Help?** If you don't have an Access ID, contact your student's school registrar.

Using the portal is easy! Use the tabs to find exactly what you need:

- **Grades and Attendance:** Click the blue percentage next to any class to view specific assignments and scores.
- **Teacher Contact:** To ask a question, simply click the teacher's name in blue to send an email.
- **Grade History:** View your child's performance from previous grading periods here.
- **Teacher Comments:** Access the latest feedback and notes from your student's instructors.
- **School Bulletin:** Stay up to date with the latest school-wide announcements.

