How to Create/Use a Parent Account to See Student Grades and Get Notifications in Power School

You will need to create an account only if:

*Your student is new to the district

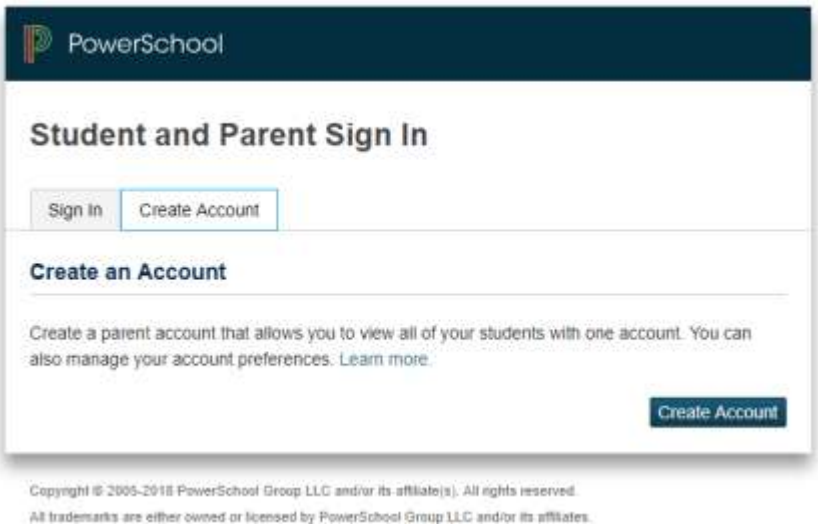
*You did not activate an account last school year

If you do not remember your login information, please contact cathy.town@apsb.org.

How to Create Your Parent Account in Power School

You MUST have an Access ID # and Access Password # from the school library for each student- (225) 391-6357 or cathy.town@apsb.org

1. Open a web browser (i.e. Internet Explorer, Safari, Chrome, etc.) and type https://apsb.powerschool.com/public and hit “Enter” on your keyboard.
2. In the PowerSchool box, please click on “Create Account” tab to the right of the Sign In tab, then click on the “Create Account” button at the bottom right of the window.



3. At the next window, create your parent account:

a. Enter your first name.
b. Enter your last name.
c. Enter the email address to which you would like to get notifications.

d. Enter your desired user name.

e. Re-enter your password for validation.



4. Now, link the student's account to your parent account:

    a. Enter the student's first and last name in the first column.

    b. Enter the Access ID and Access Password. Contact the librarian for this. (Cathy.Town@apsb.org)

    c. Choose your relationship to the student in the drop-down menu in the last column.

5. Repeat steps a-c of step 4 for all other student accounts to which you would like to link.

6. Click "Enter" when you are finished.

How to Add a Student to your Existing Parent Account

You will need the Access ID and Access Password for each student you wish to add. If you don't have this information, contact the librarian at each student's current school.

1. Log into PowerSchool.
2. On the Start page, click on Account Preferences from the navigation menu on the left.
3. Click on the tab for "Students".

4. Click on the blue "Add" button at the top right.
5. Enter the First and Last Name of the student you wish to add.
6. Enter the unique Access ID and Access Password for each student you add.
7. Choose the relationship you have to each student.

8. Click "Submit".
9. You should now see the students listed under "My Students" on the Account Preferences page.

How to Maneuver in the Parent Portal

1. Login at https://apsb.powerschool.com/public
2. Enter your g- login and password.
3. You may click on the student you wish to view one at a time.