

## PowerSchool Portal Site

The PowerSchool Portal Site is an online tool that enables families and students to track attendance and academic progress. High Schools have had access to the Portal and it is now being made available for all K-8 schools.

The Portal Site contains information such as:

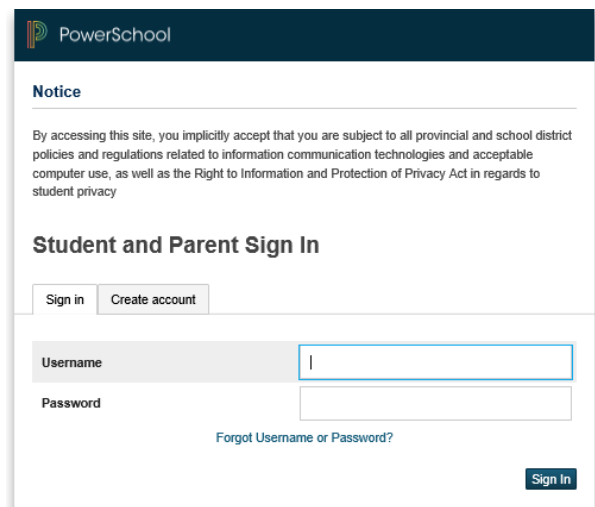
- Attendance
- Student schedules
- Assignments
- Report Cards
- Grades and assessments
- Teacher comments

Student information available through the Portal will vary by grade and class. Access to attendance data will be the first feature available. In the coming months, additional features will appear as schools populate PowerSchool with more information and data. We encourage you to set up your accounts now to familiarize yourself with the site.

You can access the site with your personal username and password. Your child(ren)'s school will provide you with information that contains the Portal Site's internet address and a **Student Access ID** and **Access Password**, unique to each child, which you will use to set up your account.

### Create an Account

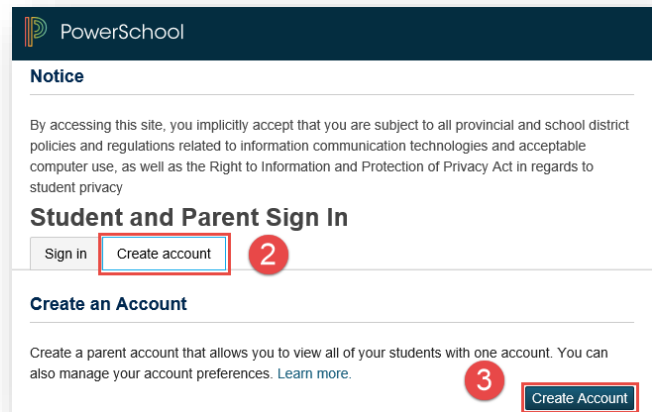
The Student Access ID and Access Password provided to you from your child's school is NOT your Username or Password to log into the Portal Site. You will need to create your own unique username and password following these steps:



The screenshot shows the PowerSchool portal interface. At the top, there is a dark blue header with the PowerSchool logo. Below the header, a "Notice" section contains text about accepting terms and conditions. The main section is titled "Student and Parent Sign In" and features two buttons: "Sign in" and "Create account". Below these buttons are two input fields: "Username" and "Password". A "Forgot Username or Password?" link is located below the password field. A "Sign In" button is positioned at the bottom right of the form area.

[Type here]

1. Navigate to the **website** provided by your child's school.
2. Click on **Create account** tab.
3. Click **Create Account** button.



The screenshot shows the 'Create Parent Account' form on the PowerSchool website. The form is titled 'Create Parent Account' and has a sub-heading 'Parent Account Details'. It contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. Each of these fields is highlighted with a red box and a red circle with a number from 4 to 7. Below the input fields is a table with password requirements.

Password must:	*Be at least 8 characters long	*Contain at least one uppercase and one lowercase letter	*Contain at least one letter and one number	*Contain at least one special character
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4. Enter your first and last name.
5. Enter your email address. This is the email address notifications from PowerSchool will be sent to. You will be asked for this address if you need to reset a forgotten password.
6. Choose a username that you will use each time you sign in to the Portal.
7. Create a password.

Your password must include at least:

- A minimum of 8 characters
- 1 upper case letter
- 1 lower case letter
- 1 number
- 1 special character ` ~ ! @ # \$ % ^ & \* ( ) \_ - + = { } [ ] \ | : ; " ' < > , . ? /

Do not share your password.

## Linking Your Children to Your Account

You can add one or more children the first time you create your account. You must have the unique Student Access ID and Access Password for each child in order to add that child. You can add additional children at a later time by following the instructions on the next page.

To link one or more children the first time you create your account:

1. Enter the name of the child exactly as it is printed on the letter from the school.
2. Enter the **Student Access ID** and **Access Password** for that child, as per the letter from the school.
3. Select your relationship to the child from the drop-down list.
4. If you have more than one child, repeat steps 1 to 3.

The screenshot shows a form titled "Link Students to Account". Below the title is a subtitle: "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". The form contains four numbered callouts: 1 points to the "Student Name" input field; 2 points to the "Access ID" and "Access Password" input fields; 3 points to the "Relationship" dropdown menu; and 4 points to the "Student Name" input field of a second, partially visible form below.

5. Select **Enter**. Once you submit the information to create your account, you will return to the sign in page.

## Access Your Account

Go to the Sign in tab.

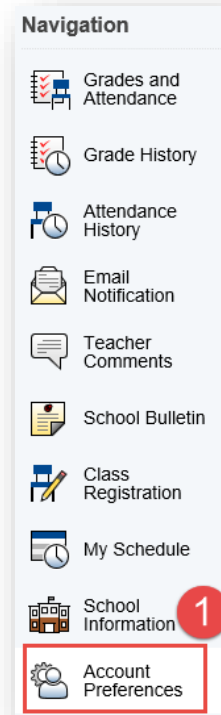
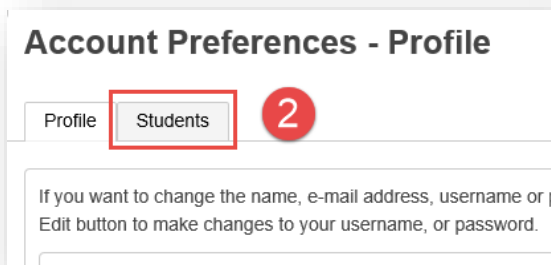
1. Enter the username and password you created when creating your Portal account.
2. Click the Sign In button.

The screenshot shows the PowerSchool sign-in page. At the top is the PowerSchool logo. Below it is a "Notice" section with a disclaimer. The main heading is "Student and Parent Sign In". There are two buttons: "Sign in" (highlighted with callout 1) and "Create account". Below these are input fields for "Username" (callout 2) and "Password" (callout 2). A link "Forgot Username or Password?" is located below the password field. At the bottom right is a "Sign In" button (callout 3).

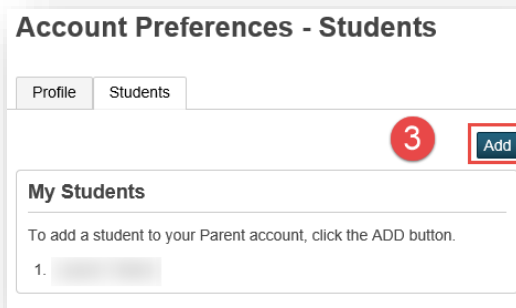
## Linking Additional Children after Your Account Has Been Created

1. Sign in to your PowerSchool Portal Site Account. On the left hand side of the homepage, click Account Preferences.

2. Select the Students tab.



3. Click the Add button to enter the information for your additional child.



4. Fill in your child's name exactly as it is on the letter from their school.
5. Enter the **Student Access ID** and **Access Password** for your child, found in the letter from the school.
6. Select your relationship to the child from the drop-down list.
7. Click OK.
8. Repeat steps to add additional children.

The image shows a screenshot of a software dialog box titled "Add Student". The dialog box has a title bar with a close button (X) in the top right corner. Below the title bar is a section titled "Student Access Information". This section contains four rows of input fields:

- Student Name:** A text input field with a red circle containing the number "4" to its left.
- Access ID:** A text input field with a red circle containing the number "5" to its left.
- Access Password:** A text input field with a red circle containing the number "5" to its left.
- Relationship:** A drop-down menu with a red circle containing the number "6" to its left and a red circle containing the number "7" to its right.

At the bottom right of the dialog box, there are two buttons: "Cancel" and "OK". The "OK" button has a red circle containing the number "7" to its right.

## Please Note

While stringent security protocols are enforced to mitigate the risk of unintentionally exposing student information to the internet, any information hosted on websites or e-mailed has the potential to be viewed/accessed by others. Parents/guardians and students must strictly adhere to the *Acceptable Computer Use Policy* guidelines which is sent home with students at the start of the school year.

Parents/guardians and students agree and understand that users are responsible for resolving any technical issues encountered when trying to access the PowerSchool Portal Site. The District cannot troubleshoot home computer issues. However, if you experience any problems with our PowerSchool system, please contact your child's school.