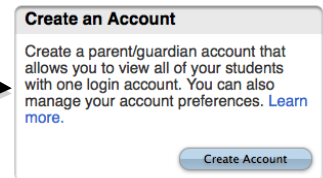


Dear Parent or Guardian

Parent Portal Access Changes

Powerschool has introduced a new single sign-on for parents. This means that parents can have one login to access all of their children's grades and attendance in one place. Also, parents and guardians will no longer have to share logins as each parent or guardian can set up his or her own unique login and password.

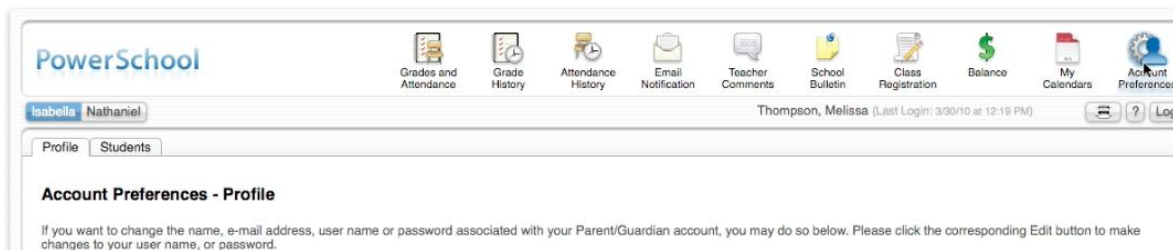
1. Go to "PowerSchool Parent" from the School Webpage
2. Choose Create Account
3. Fill in your information including new password, which must be at least 6 digits.

A form titled "Create Parent/Guardian Account" with fields for: First Name, Last Name, Email, Desired User Name, Password, and Re-enter Password.

4. Enter the access id & password found on the sticker(s) to link your student(s) to your new login

A form titled "Link Students to Account" with instructions: "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account". It has a table with columns: Student Name, Access ID, Access Password, and Relationship. The first row is partially filled with "1." in the Student Name column and "-- Choose" in the Relationship column.

Once you have set up this new login, you can now manage your account by clicking the Account Preferences button. If you have more than one student, you will see buttons to switch between your students' information.



Notes:

The old username and passwords will not work to login.
Student username and passwords will not change.

For more help, you can access brief tutorials on both creating your new sign-on and the new features. These tutorials are on the school webpage.

As always, please email [XXXX](#) or [XXXX](#) should you have any questions.