

To the Parent of:

^(First_Name) ^(Last_Name) Grade: ^(Grade_Level)
^(Street)
^(City), ^(State)
^(Zip)

WHAT IS THE PARENT PORTAL?

PowerSchool is the district's new electronic student management system where we collect and store student information. The Portal is the "doorway" into our system giving parents access to information about their children. To access the Parent Portal, parents/guardians and students sign in from _____ School's PowerSchool Parent Portal login screen. No special software is needed. All you need is a computer with Internet access and your own user information (a username and password will be provided to you by the school district). You may use your home computer, a computer at a public library or anywhere that you have Internet access.

WHY VISIT THE PARENT PORTAL?

The PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades, and detailed assignment descriptions and teacher comments. Everyone stays connected. Students can stay on top of assignments, parents are able to participate in their student's progress, and teachers can share information with parents and students.

USING THE PARENT PORTAL

You will need to have access to the Internet and you will need to use the confidential ID and password provided by the _____. You may access the PowerSchool Parent Portal through the school website at: _____. When you get to the _____ School Homepage, you will find the PowerSchool icon on the left center of the page or by clicking the "GRADES" tab near the top of the page. After clicking on the link, you will be directed to the Parent Portal Log-In screen. Enter the information below. Note: All letters are capitalized. Be sure to distinguish between the number 1 and Capital I, and number 0 and Capital O.

Your Confidential Username: ^(Web_ID)
Your Confidential Password: ^(Web_Password)

Once you are on the Student Screen, you will notice the student's grades in the box next to the course name. If you click on the blue grade, you will be able to see all of the assignments for that class. Also, if you click on the teacher name, you will be able to email that teacher directly.

WHAT IF I LOSE MY LOG-IN INFORMATION?

If you lose your username and password, please contact _____ at XXXXXXXX, or by email at _____. Arrangements will be made to get replacement information.

We strongly believe that the Parent Portal will be a useful way for you to follow the progress of your student(s). If you have any questions, comments or suggestions, please feel free to contact _____.

Sincerely,

, Principal
Central School

Asst. Principal
Central School

(Reverse Side - Instructions for NEW Parent Portal Single Sign-On)

New for the 2010-2011 School Year:

Now parents will be able to log in once to PowerSchool and access all of their children’s information.

Even if you have only one _____ student, you will need to complete this process to view your student’s information.

1. Log in to PowerSchool Parent Portal using the Confidential Username and Confidential Password listed on page 1.
2. Use the following table to enter information in the fields:

Field	Description
Current Password	Enter your PowerSchool Parent Portal password as listed above
New Password	Enter your new PowerSchool Parent Portal password. Note: Your new password must be different from your old password.
Re-Enter New Password	Re-enter your new PowerSchool Parent Portal password

Click Enter. The PowerSchool Parent Portal start page appears. For more information, see PowerSchool Parent Portal Start Page.

Here is how you will go about creating your Parent/Guardian account.

In order to create an account, you must have the Access ID and Password for at least one student enrolled in school. When creating the account, you will need the Access ID and password for EACH student you want to associate to your parent/guardian account. If you do not have this information, or you have questions, contact your school’s PowerSchool administrator.

1. Open your Web browser to _____’s PowerSchool Parent Portal URL. The Log In page appears.
2. Click Create Account. The Create Parent/Guardian Account page appears
3. Use the following table to enter information in the Create Parent/Guardian Account section:

Field	Description
First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address. The email address you enter is used to send you select information, as well as account recovery notices and account changes confirmations. For more information, see Email Notifications
Desired User Name	Enter the user name you would like to use when logging into the PowerSchool Parent Portal. The username must be unique. If you enter a username that is already in use, you will be prompted to select or enter another user name.
Password	Enter the password you would like to use when logging into the PowerSchool Parent Portal. The password must be unique and a minimum of 6 characters.
Re-enter Password	Re-enter the password you would like to use when logging into the PowerSchool Parent Portal. The password you enter must match the password entered in the Password field

4. Use the following table to enter information in Link Students to Account section:

Field	Description
Student Name	Enter the first and last name of the student you want to add to your account. Note: Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.
Access ID	Enter the unique access ID for the student. Note: If you do not have this information, contact your school's PowerSchool administrator.
Access Password	Enter the unique access password for the student. Note: If you do not have this information, contact your school's PowerSchool administrator.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.