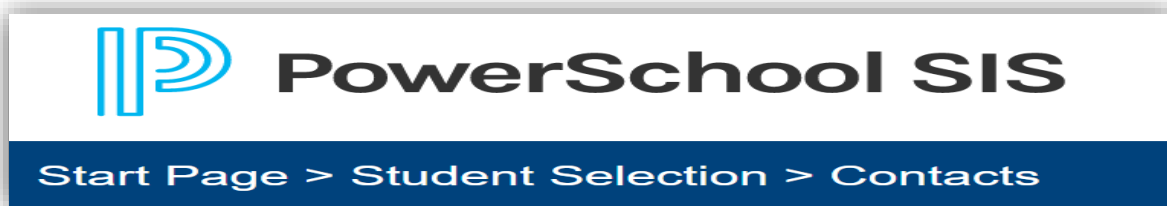


Creating Parent Portal Accounts

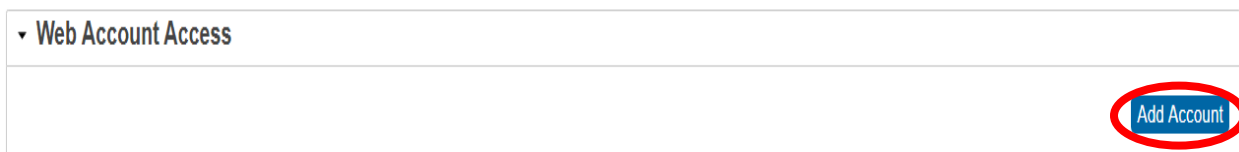
This document provides guidance on creating a parent portal account for parents. Parent Portal accounts allow parents to view grades and attendance in real time.



**On the PowerSchool SIS Start Page: Select the student as the current selection.
Open the student record and click Contacts on the left navigation panel.**

Review the Data Access box of the parent. Ensure there is no green check in the box which indicates there is no Parent Portal account. Click on the name of the parent (in blue) which will open the Contact Details page of the parent.

Under Web Account Access Click Add Account



Check the box for Account Enabled

Enter the username (use the beginning of the parent email as in the example in image below)

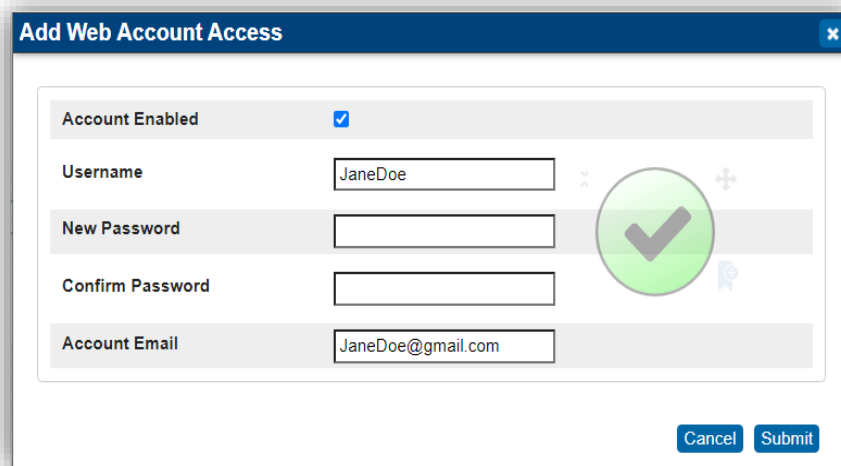
New Password: Red1234

Confirm Password : Red1234

Account Email: Enter the parents email address.

click Submit

Note: changeme can also be used as a password.



Add Web Account Access

Account Enabled

Username

New Password

Confirm Password

Account Email

Review the account under Web Account Access



Account Enabled	Username	Account Email
✓	<u>JaneDoe</u>	JaneDoe@gmail.com

Check the account by login in as a parent in a different web browser.



Note: You can not use the same browser used while logged in as an employee

Use Microsoft Edge (the blue E)

To add additional children to the parents account *click* Add Students


Students

Show All (+0) **Add Students**

School	Name	Relationship	Custody	Lives With	School Pickup	Emerg. Contact	Original Contact Type	Start Date	End Date	Data Access	Action
Bethesda	Sally Doe									✓	 


Enter the name of the additional child in the search bar

Add Students

 View Field List

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

*** Search Results (0)**

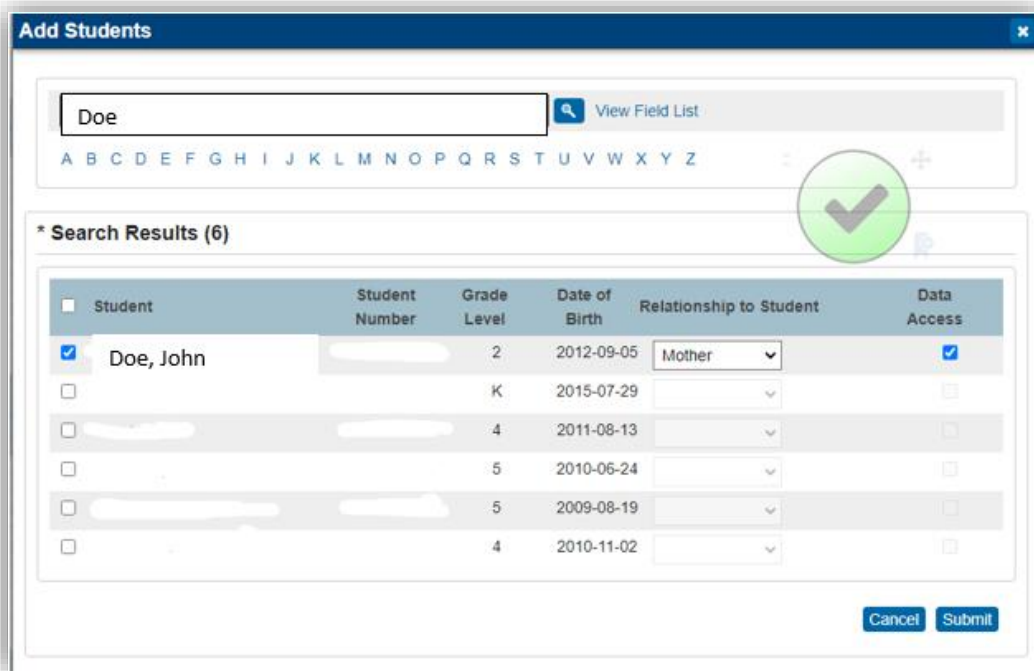
 * There are no search results.

Enter a check to select the correct student

Click the drop down to select the relationship to the student

Enter a check to activate Data Access

Click Submit



Add Students

Doe

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

*** Search Results (6)**

<input type="checkbox"/>	Student	Student Number	Grade Level	Date of Birth	Relationship to Student	Data Access
<input checked="" type="checkbox"/>	Doe, John		2	2012-09-05	Mother	<input checked="" type="checkbox"/>
<input type="checkbox"/>			K	2015-07-29		<input type="checkbox"/>
<input type="checkbox"/>			4	2011-08-13		<input type="checkbox"/>
<input type="checkbox"/>			5	2010-06-24		<input type="checkbox"/>
<input type="checkbox"/>			5	2009-08-19		<input type="checkbox"/>
<input type="checkbox"/>			4	2010-11-02		<input type="checkbox"/>

Review the added student under the Students tab of the parent account.