

Instructions for setting up your NEW parent access account in PowerSchool. This will allow you to have ONE account sign-on for multiple children. *You must complete these steps, even if you have only one child enrolled.*

1. From the PowerSchool Parent login page, click the **Create Account** button. *(Note: Each parent/guardian can create their own account as long as they have a child's Access ID and Access Password.)*
2. Enter your **First Name**, **Last Name**, and **Email address**. The email address must be **unique**.

Enter a **User Name**. (Your choice of user name; must be unique and NOT include the @ sign)
 Enter a **password** that has at least 6 characters.
Write down the user name and password you created and store in a secure place.

3. Enter your **child's first name only** along with the **Access ID** (parent user name) and **Access Password** (parent password) that you currently use to access the PowerSchool parent portal. Contact the school office if you cannot locate this info.

Select a **relationship** for the student. (Your relationship to the student)

Additional students can be added at this time or after login access has been completed. You can edit this info under **Account Preferences - Students**. (Pre-K students are not included at this time)

4. Future access to your account is granted through the login dialog box. You will use your newly created **User Name** and **Password** from this point forward.

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)

Create Account

Create Parent/Guardian Account

First Name:

Last Name:

Email:

Desired User Name:

Password: Strong

Re-enter Password:

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

Student Name	Access ID	Access Password	Relationship
1. Child One Name	Last123	*****	Mother, natural/adoptive
2. Child Two Name	Last456	*****	Mother, natural/adoptive
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			Choose

enter

Login

User Name:

Password:

[Having trouble logging in?](#)

Submit

Once you log in successfully, you will want to set your **Email Notifications** so you can continue to receive email alerts.