CREATING AN ACCOUNT FOR PARENT SINGLE SIGN-ON

Before you begin make sure you have received your confidential Access ID and Password assigned to you for each child, issued by the school.

All parent/guardians will be required to create an account to initialize new access to PowerSchool.

Click the “Create Account” button.
The following screen will open:

**Create Parent/Guardian Account**

- **First Name**
- **Last Name**
- **Email**
- **Desired User Name**
- **Password**
- **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.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Access ID</th>
<th>Access Password</th>
<th>Relationship</th>
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<td>7.</td>
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</table>

The first section on this page, **“Create Parent/Guardian Account”** requires you to enter the following information to establish the parent/guardian account: your First Name, Last Name, and Email Address (one only). Enter a unique User Name and a Password. The Password must be at least 6 characters. Re-Enter the Password.

The second section on this page, **“Link Students to Account”**, requires you to enter the following information for at least one student: Student Name (first and last name), Access ID (the parent/guardian’s previous ID), Access Password (the parent/guardian’s previous password), and select your relationship to the student. **Enter the ID and Password in these fields as they appear on your letter. These are case sensitive on this screen.**

Parents/guardians may enter the information for up to seven students when initially establishing their account. After entering the information for all your students, click “Enter”.

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The following text is from a different source and is not related to the image provided:

**Update of School Information**

The school district is currently updating school information. This includes changes to school start and end times, bus pickup and drop-off times, and any updates to the school calendar. These changes are being made to ensure the safety and success of all students. Parents/guardians are encouraged to review the details and make any necessary changes to their students' schedules.

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The following text is from a different source and is not related to the image provided:

**New Enrichment Programs**

Our school is excited to announce several new enrichment programs for the upcoming year. These programs are designed to enhance the academic and extracurricular experiences of our students. Parents/guardians are invited to review the information and consider registering their children for these programs. Details will be provided shortly, including registration deadlines and procedures.

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The following text is from a different source and is not related to the image provided:

**Important Information for Parents**

- **School Closure**: In the event of a school closure due to inclement weather or other unforeseen circumstances, families will be notified via the school’s emergency communication system. It is important to ensure that contact information is up-to-date.
- **School Supplies**: Supplies lists for the upcoming school year will be shared with families in the next few weeks. Please check your email and the school’s website for more information.
- **Parent-Teacher Conferences**: Parent-Teacher Conferences will take place from **[insert dates]**. Parents are encouraged to schedule a time to meet with their child’s teacher to discuss progress and any additional support the student may need.

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The following screen will appear and you are ready to enter your newly created username and password: PowerSchool for all your students with one login.

If you need to add additional students you may do so after establishing the account by logging in and navigating to Account Preferences and click the Students tab. Each of your students’ names will show side by side on the Navigation Bar below the icons linking you to available functions in the PowerSchool Parent Portal. Click the student’s name to view that student’s information.

Click the Help icon for further assistance in using PowerSchool’s Parent portal.