Creating a New Account

The **Create Parent Account** screen will require the user to enter some basic information about the account. The screenshot below illustrates how the screen is completed:

User enters their First & Last names in the boxes provided.

User enters their email address.

Enter the desired Username. This will be used for signing in.

The user will need to create a new password. As they type, the password strength will be indicated as Weak, Better, or Strong. Additionally, if Password Management is enabled, the user may have to follow specific district-defined requirements for creating the new password.

PowerSchool

Create Parent Account

First Name	Errol
Last Name	Garner
Email	egarner@yahoo.com
Desired Username	Dad
Password	••••••••• [Better]
Re-enter Password	•••••••••

Password must:
•Be at least 1 characters long

Link Students to Account

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

	Student Name	Access ID	Access Password	Relationship
1.	Justin Garner	jgarner	•••••	Father
2.	Sarah Garner	sgarner	•••••	Father
3.				-- Choose
4.				-- Choose
5.				-- Choose
6.				-- Choose
7.				-- Choose

[Enter]

Lastly, the user will need to link their students to the new account. They will enter the names of their children in the boxes provided. In the **Access ID** and **Access Password** boxes, they will enter the Access ID and Password provided by the district for each of their students in the school. This is required to link the new account to each student. Finally, select a **Relationship** the new user account holder has with each linked student.

Click the *Enter* button to complete the account setup.

Using the New Account

Once an account is successfully created, the user will be returned to the Parent Portal login screen where a message will display indicating they were successful.

The user will now enter their newly-created Username and Password to log into the Parent Portal.

After logging in, the names of the linked students will appear in the upper left corner of the screen. By clicking the names, the user may toggle between students.

To make any changes to the account, or to add additional students to the account the user can click on the **Account Preferences** icon.
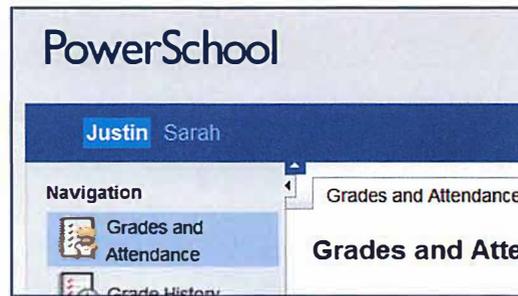
The **Account Preferences** screen contains two tabs: **Profile** and **Students**. User access information may be added using the **Profile** tab. Additional students may be added from the **Students** tab.

When adding a new student to the account, the user must have a district-provided Access ID and Access Password.

Click the **Add** button to add a student to the account.

Enter the required information to link the new student.