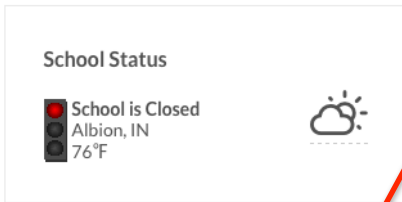


## Creating a New Parent Portal in PowerSchool

### STEP 1

To create a new Parent Portal, you'll need to access PowerSchool. Do this by visiting the link on our website located in the "What's Popular" documents que on the side of the home page, under school status, as shown below.



#### What's Popular?

PowerSchool Login

Cafe Info & Online Meal Payments

2017-2018 School Calendar

2016-2017 School Calendar

Events Calendar

Out of District Students

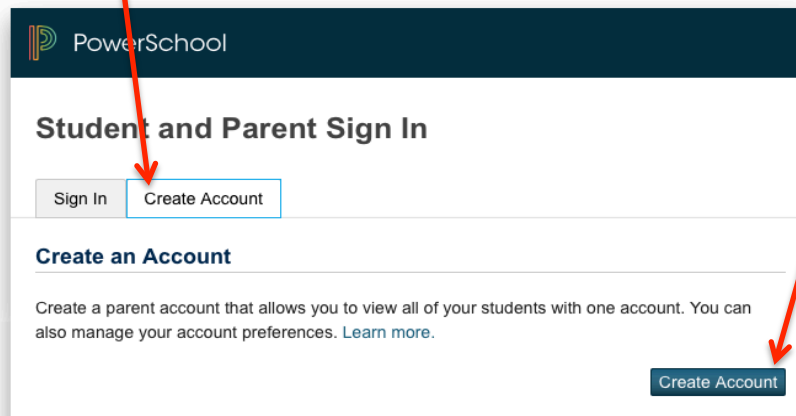
School Menus

### STEP 2

Click on "PowerSchool Login" to be directed to the site. We recommend that you bookmark this site as you will use it for multiple items beyond registration.

### STEP 3

Click on "Create Account" next to "Sign In", then on the Blue "Create Account"



## STEP 4

Fill in your parent/guardian information as directed in the boxes. Here you will create a unique username that you will remember as well as a password. Please note that while we do not have access to the password you create, we can at any time reset it for you, if needed.

\*Fill in parent information, and create a username and password.

The screenshot shows the PowerSchool 'Create Parent Account' form. It has a dark blue header with the PowerSchool logo. Below the header, the form is divided into two main sections: 'Create Parent Account' and 'Link Students to Account'. The 'Create Parent Account' section includes fields for First Name, Last Name, Email, Desired Username, Password, and Re-enter Password. A note below these fields states 'Password must: \*Be at least 6 characters long'. The 'Link Students to Account' section includes a text box with the instruction 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. Below this is a table with one row containing a student entry. The fields in this row are Student Name, Access ID, Access Password, and Relationship (a dropdown menu). Three red arrows point from the text above to the First Name, Desired Username, and Access Password fields in the form.

To link your student to the account, you'll need unique access keys. These keys are available by calling the school office or central office.

You can link up to 7 students to your account at a time.

Once you complete these steps, you have created your Parent Portal in PowerSchool!