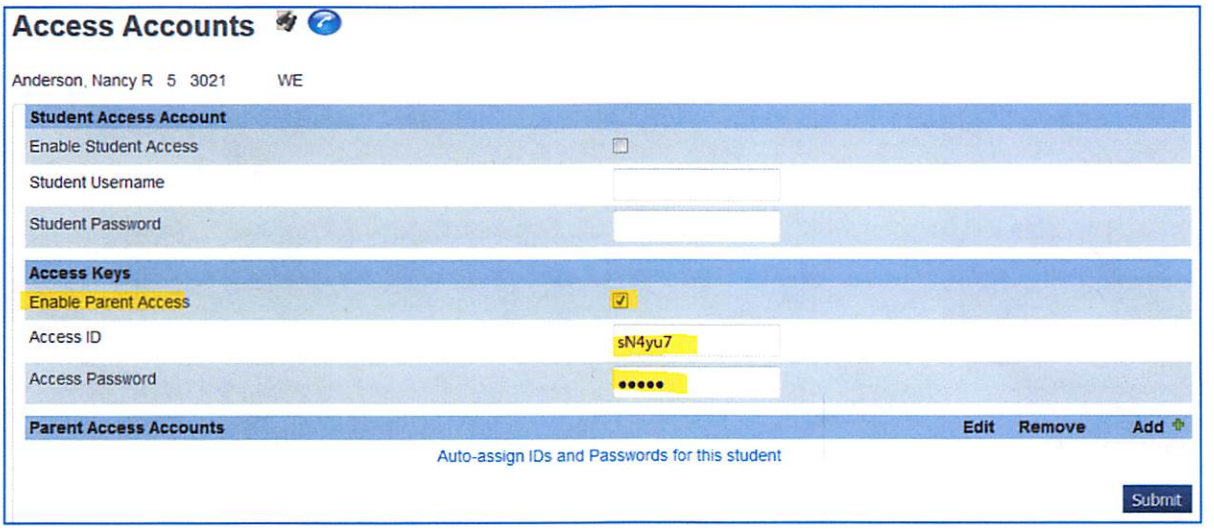
Creating a Parent Single Sign-on Account

PowerSchool

A Single Sign-on account for the Parent Portal may be created by parents after they have received the initial Access IDs and Passwords that the district has set up for their children.

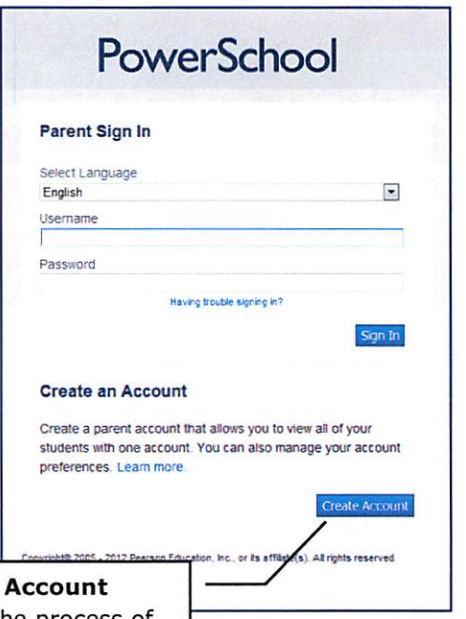
Access IDs and Passwords for students may set up individually or en masse. To set up an individual student, first select the student in PowerSchool and then select the Access Accounts link on the student menu. Enter a user name and password for Parent access and click ***Submit***. Optionally, you can auto-assign Access IDs and Passwords by first selecting a group of students, and the select the **Assign IDs and Passwords** option from the Group Functions menu. There you will be able to choose format options for the IDs and passwords to be assigned.



<u>You will need to provide this user name and password to the parent/guardian, so that they can create an account to access their student</u>.

When the Parent Portal Single Sign-on feature is enabled in PowerSchool, the initial login procedure for parent/guardian users will require them to create an account. A user will navigate to the Parent Portal login page and look for the Create an Account section of the screen.

The user will click the ***Create Account*** button that appears on the screen. When they do so, the **Create Parent Account** screen will appear. On this screen, the user will enter information required to set up access to the new account, including a new Username and Password. They will also identify their children in the district whom they wish to access through Single Sign-on.



Click the **Create Account** button to begin the process of setting up an account and linking a student(s) to it.

Creating a New Account

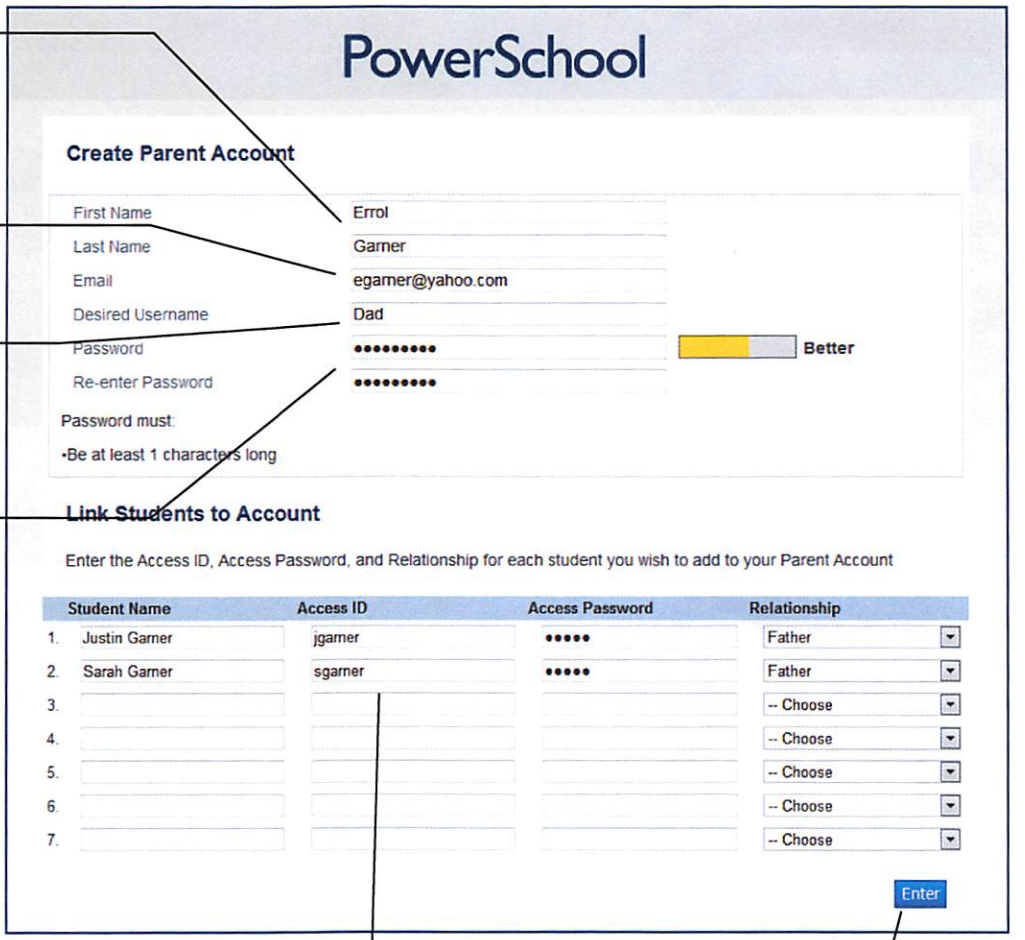
The **Create Parent Account** screen will require the user to enter some basic information about the account. The screenshot below illustrates how the screen is completed:

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.

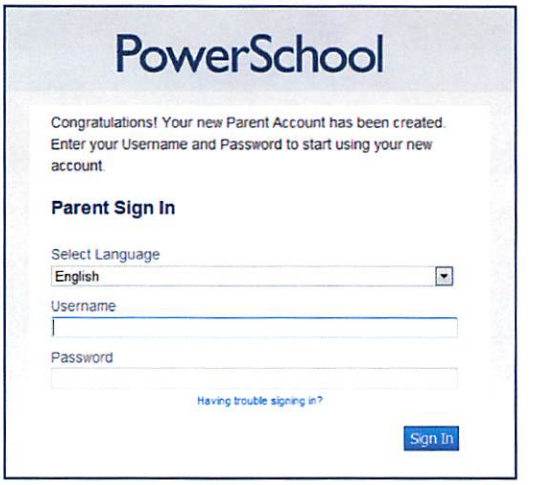


Lastly, the user will need to link their students to the new account. They will enter the names of their children in the boxes provided. In the **Access ID** and **Access Password** boxes, they will enter the Access ID and Password provided by the district for each of their students in the school. This 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

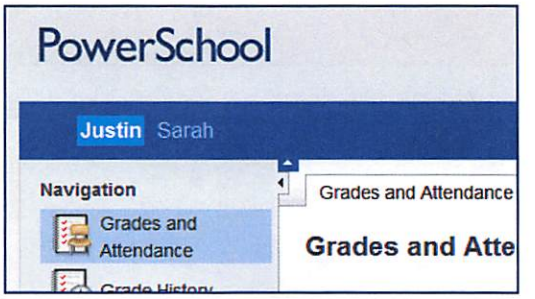
Once an account is successfully created, the user will be returned to the Parent Portal login screen where a message will display indicating they were successful.

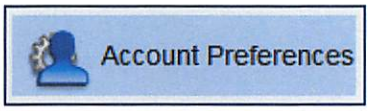


The user will now enter their newly-created Username and Password to log into the Parent Portal.

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.

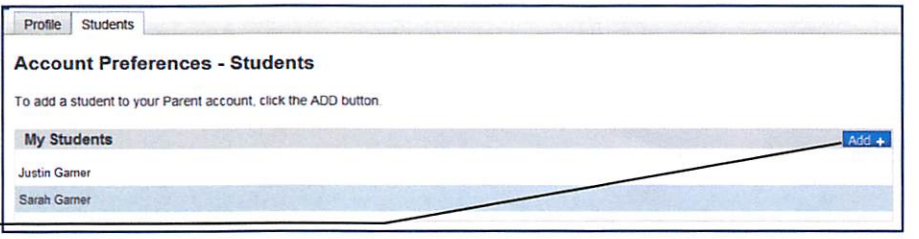
To make any changes to the account, or to add additional students to the account the user can click on the **Account Preferences** icon.



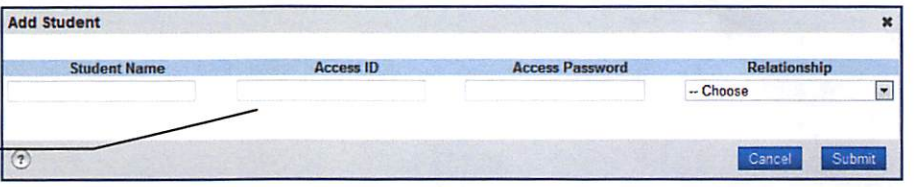


The **Account Preferences** screen contains two tabs: **Profile** and **Students**. User access information may be added using the **Profile** tab. Additional students may be added from the **Students** tab.

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.