

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 then 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.

The screenshot shows the 'Access Accounts' form for a student named Anderson, Nancy R. The form is divided into three main sections: 'Student Access Account', 'Access Keys', and 'Parent Access Accounts'. In the 'Student Access Account' section, there is a checkbox for 'Enable Student Access' which is currently unchecked, and input fields for 'Student Username' and 'Student Password'. In the 'Access Keys' section, there is a checkbox for 'Enable Parent Access' which is checked, and input fields for 'Access ID' (containing 'sN4yu7') and 'Access Password' (masked with dots). The 'Parent Access Accounts' section has buttons for 'Edit', 'Remove', and 'Add', and a link for 'Auto-assign IDs and Passwords for this student'. A 'Submit' button is located at the bottom right of the form.

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.

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.

The screenshot shows the PowerSchool Parent Sign In and Create an Account page. The 'Parent Sign In' section includes a 'Select Language' dropdown menu set to 'English', and input fields for 'Username' and 'Password'. There is a link for 'Having trouble signing in?' and a 'Sign In' button. The 'Create an Account' section includes a description: 'Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)' and a 'Create Account' button. A line points from the 'Create Account' button to a text box below the screenshot.

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.

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Create Parent Account

First Name: Errol
Last Name: Garner
Email: egamer@yahoo.com
Desired Username: Dad
Password:
Re-enter Password:
Password must:
• Be at least 1 character's 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

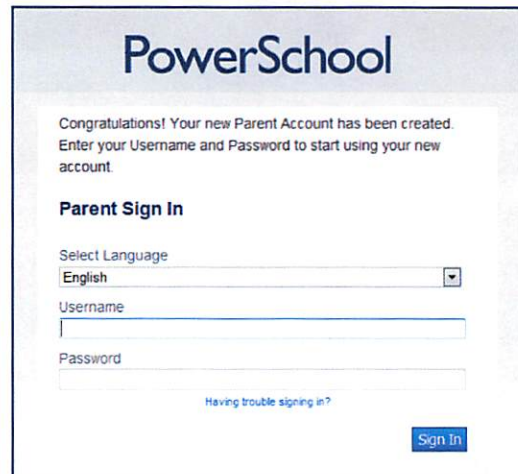
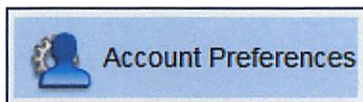
Using the New Account

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.



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Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

Parent Sign In

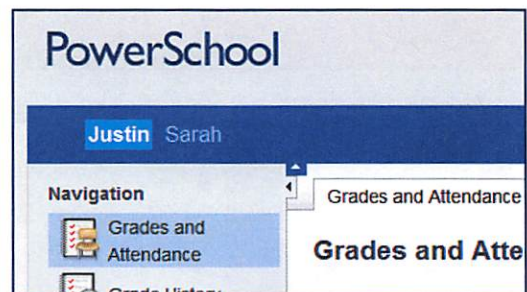
Select Language
English

Username

Password

[Having trouble signing in?](#)

Sign In



PowerSchool

Justin Sarah

Navigation

- Grades and Attendance
- Grade History

Grades and Attendance

Grades and Atte

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.



Profile Students

Account Preferences - Profile

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name: Errol

Last Name: Garner

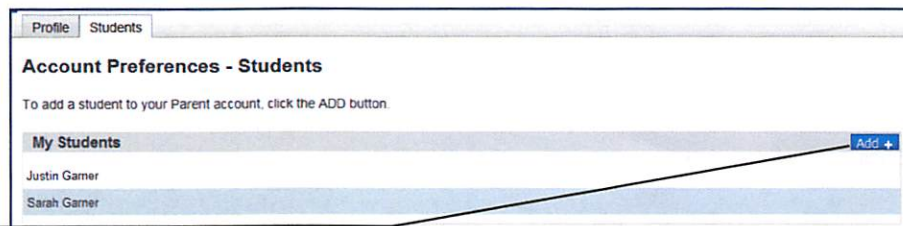
Email: egarner@yahoo.com

Select Language: Select a Language

Username: Dad

Current Password: ****

Cancel Save



Profile Students

Account Preferences - Students

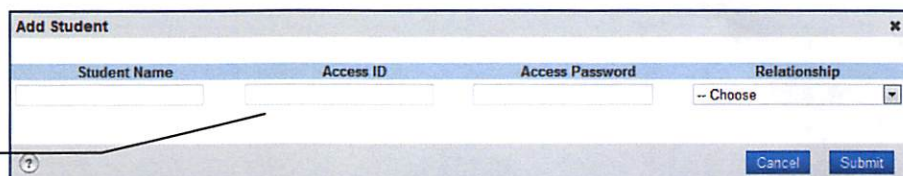
To add a student to your Parent account, click the ADD button.

My Students

Justin Garner

Sarah Garner

Add



Add Student

Student Name	Access ID	Access Password	Relationship
			-- Choose --

Cancel Submit