

PowerSchool Parent Portal Quick Reference Guide

PowerSchool has new features that will allow all parents/guardians to create a personalized login and to choose their own password. No more difficult 8-digit passwords to remember! **However, you will need your original login/password information to set up your personal account.** That is how PowerSchool will ensure that only the people associated with the student are able to access your student's information.

You will also be able to add all of your students that attend Proviso schools to the same account, regardless of which campus they attend.

Please go to the web address: <http://pschool.pths209.org/public>.

If you have already set up your personalized account:

Enter your new username and password, then click **Sign In**

Important!

If you have NOT set up your personalized account, please see the instructions on Page 2.

Every parent MUST create a new personalized account, even if they had an active account last semester.

If you prefer to view PowerSchool in Spanish, please make that selection from the "Select Language" menu.

The screenshot shows the PowerSchool login interface. At the top, there is a blue header with the 'PowerSchool' logo. Below the header are two tabs: 'Sign In' (which is active) and 'Create Account'. The main heading is 'Student and Parent Sign In'. There is a 'Select Language' dropdown menu currently set to 'English'. Below that are input fields for 'Username' and 'Password'. A link that says 'Having trouble signing in?' is located below the password field. A blue 'Sign In' button is positioned at the bottom right of the form area.

The screenshot shows the 'Recover Account Sign In Information' page. It has a blue header with the 'PowerSchool' logo. Below the header are two tabs: 'Forgot Password?' (which is active) and 'Forgot Username?'. The main heading is 'Recover Account Sign In Information'. Below the heading is a text box that says 'To recover your account sign in information, provide the information below.' There are two input fields: 'Username' and 'Email Address'. A blue 'Enter' button is located at the bottom right of the form area.

If you have forgotten your Username or Password:

Click **Having trouble signing in?**

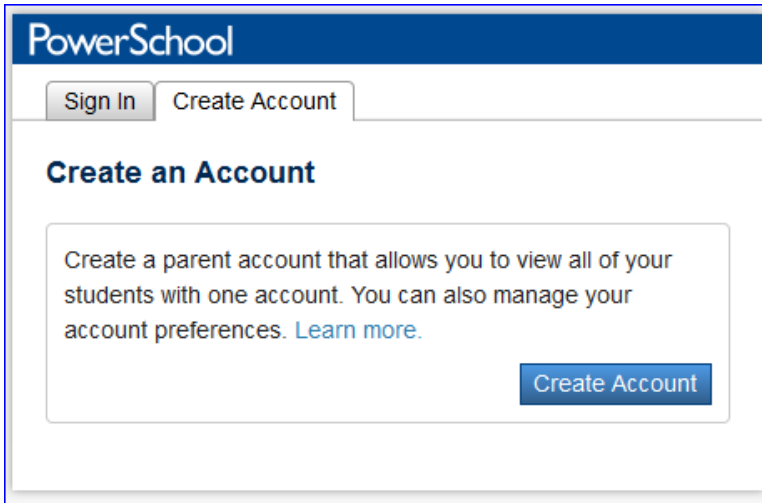
Select the tab for either "**Forgot Password?**" or "**Forgot Username?**"

Enter the username and email address to retrieve the password, or enter the email address to retrieve the username, then click **Enter**.

Account information will be sent to the email address provided.

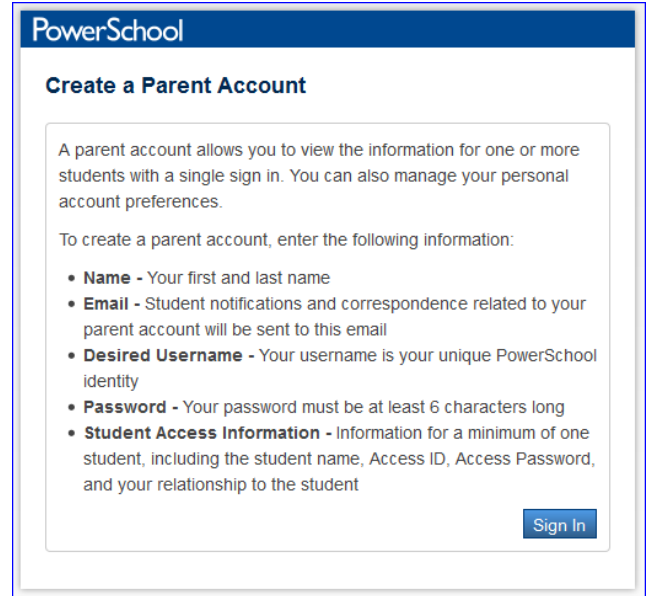
Set Up Your Personalized Parent Account

Click on **Create Account**.



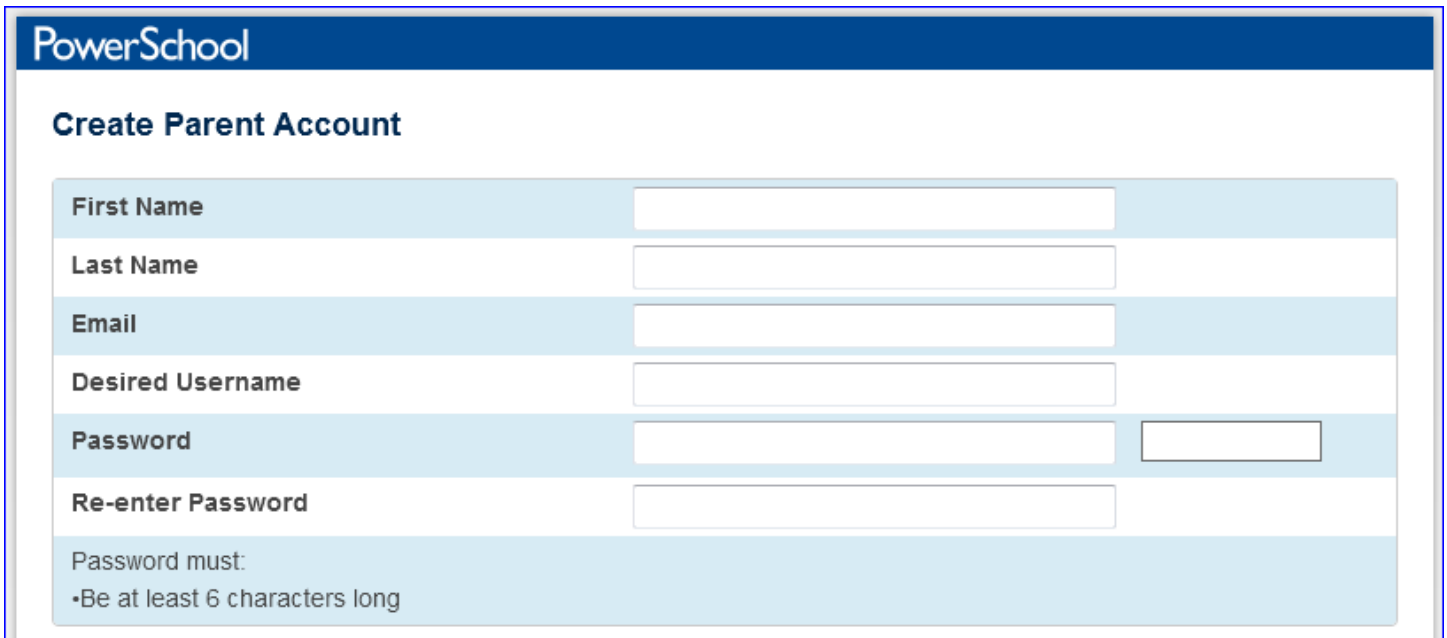
The screenshot shows the PowerSchool website header with the 'Create Account' button highlighted. Below the header, the page title is 'Create an Account'. A text box contains the following information: 'Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)' A blue 'Create Account' button is located at the bottom right of the text box.

(Under the **Learn More** link)



The screenshot shows the 'Create a Parent Account' page. It includes a description: 'A parent account allows you to view the information for one or more students with a single sign in. You can also manage your personal account preferences.' Below this, it lists the information required to create an account: 'To create a parent account, enter the following information:' followed by a bulleted list: 'Name - Your first and last name', 'Email - Student notifications and correspondence related to your parent account will be sent to this email', 'Desired Username - Your username is your unique PowerSchool identity', 'Password - Your password must be at least 6 characters long', and 'Student Access Information - Information for a minimum of one student, including the student name, Access ID, Access Password, and your relationship to the student'. A blue 'Sign In' button is at the bottom right.

Fill out the top of the form (Parent information):



The screenshot shows the 'Create Parent Account' form with the following fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. The 'Password' field has a separate box for re-entering the password. Below the fields, a note states: 'Password must: •Be at least 6 characters long'.

On the **Create Parent Account** page, enter the parent/guardian first name and last name in the appropriate fields.

Enter the parent's email in the next field.

Enter your **Desired Username** and enter the **Password** of your choice in the appropriate fields.

Re-enter the password for security authentication.

Fill out the bottom of the form (Student information):

Link Students to Account

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

1

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose ▾

2

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose ▾

For each student you want to add to your account, enter the student name.

Enter your **Access ID**, which is this student's ID number followed by the 2-letter school designation, and your **Access Password** (the original 6 or 8 digit number) for this student.

Click the arrow for the **Relationship** menu and select your relationship for each student being added.

Repeat for each student being added to your account (up to 7 students).

To create the account, click **Enter**.

Email Notifications

To modify the information sent to a parent or guardian:

1. In the Navigation menu, click **Email Notification**
2. Select the desired information to be included in the email report
3. Open the "How often?" menu and select the frequency of report delivery
4. To send the report to other addresses, enter the addresses in the Additional Email Addresses field (separate additional addresses with commas)
5. If these changes are for all students on the account, check **Apply these settings to all your students?**
6. To send a report immediately for the selected student, click **Send now for [student name]**
7. To save the email preferences, click **Submit**

Teacher Comments

To read teacher comments:

1. In the Navigation menu, click **Teacher Comments**
2. General comments regarding the student's performance in class are shown in the Comments column
3. To email the teacher, click the teacher's name
4. To view specific assignment score comments, click **Grades and Attendance**
5. Click a final grade/percentage link
6. On the Class Score Detail page, click the score link for an assignment to see the comment

Assignment scores are active links only if the teacher entered additional assignment information, such as a comment.

School Bulletin

To view the daily school bulletin:

1. In the Navigation menu, click **School Bulletin**
2. The current bulletin is displayed in a separate window
3. To view previous bulletins, click one of the calendar icons and select the date
4. To close the bulletin, click **x**

Current and Historical Grades and Attendance

To view a student's current grade and attendance information:

1. In the Navigation menu, click **Grades and Attendance**
2. To view the student's dropped classes, click **Show Dropped Classes also**
3. To view additional information about a term grade, click the link associated with that grade
4. If the teacher has included information about an assignment, click the assignment name to view it
5. The Assignment Description page includes the teacher, course, assignment name, and assignment description

If the teacher has linked to a website to provide additional help, click the link to view the site.

6. Click the numbers in either the Absences or Tardies columns to view information about the selected student's absences and tardies for the current term

To view a student's historical grade information:

1. In the Navigation menu, click **Grade History**
2. On the Grade History page, courses are listed by term showing the student's final grades, percentages, citizenship grades, and earned credit hours
3. To access the Class Score Detail page, click the final grade/percentage link for the desired class

To view a student's historical attendance information:

1. In the Navigation menu, click **Attendance History**
2. Course names are listed in the first column and the weekly dates are listed in the subsequent column headings

Attendance and other codes are defined in the legend at the bottom of the page.

Graduation Progress

To view a student's graduation progress:

1. In the Navigation menu, click **Grades History**
2. Click **View Graduation Progress**
3. The student's course credit history is displayed, along with the student's remaining course credit requirements

Registration, Balances, and Calendar

To register a student for next year's classes:

1. In the Navigation menu, click **Class Registration**
2. To identify the teacher or administrator who recommended a course for the student, click the Road icon on the registration page,
3. To request a course, click the Pencil icon (edit button)
4. In the course window, select the course you want to request by clicking the course name check box and clicking **Okay**
5. After you have chosen all of the required courses, click **Submit**
6. To view the student's course requests, click **View Course Requests**

To view a student's fee balances:

1. In the Navigation menu, click **Balance**
2. Lunch status indicates if the student bought a lunch that day
3. The student's meal and fee transactions are for the current term

To subscribe to homework and school event calendars:

1. You must have the iCal calendar application and Mac OSX version 10.2.3 or later installed
2. In the Navigation menu, click **My Calendars**
3. Click **Subscribe** in the Class Assignments Only column to receive a calendar of the student's assignments
4. Click **Subscribe** in the Class Assignments With My Scores and Final Grades column to receive a calendar of the student's assignments with scores or final grades
5. Click **Subscribe** in the School Calendars section to receive a calendar of school events