PowerSchool Student and Parent Portal User Guide

PowerSchool Student Information System

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Get Started

To get started, you must sign in to the PowerSchool Student and Parent portal.

Sign In to the PowerSchool Student and Parent Portal

Before you can sign in to the PowerSchool Student and Parent portal, you will need your school's PowerSchool Student and Parent portal URL, your username, and your password. If you do not have this information or have questions, contact your school.

Note: Do not use someone else's password or give your password to anyone else.

How to Sign In to the PowerSchool Student and Parent Portal

1. Open your Web browser to your school's PowerSchool Student and Parent portal URL. The Student and Parent Sign In page appears.

   Note: If the Parent and Student Sign In page does not automatically appear, click the **Sign In** tab.

2. Use the following table to enter information in the fields:

Field	Description
Select Language	Choose the language in which you want to view the PowerSchool Student and Parent portal from the pop-up menu. **Note:** If no more than one locale is configured, the pop-up menu does not appear.
Username	Enter your username.
Password	Enter your password. The characters appear as asterisks (*) to ensure greater security when you sign in. If you have forgotten your username or password, you can click **Forgot Username or Password?** For more information, see *How to Recover Your Username* or *How to Recover Your Password*.

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3. Click **Sign In**. The start page appears. For more information, see *PowerSchool Student and Parent Portal Start Page*.

Notes:

- If your PowerSchool administrator has issued you a temporary password, you may be asked to reset your password upon first signing in. For more information, see *How to Reset Your Password*.
- If your password has expired, you may be asked to reset your password. For more information, see *How to Reset Your Password*.
- If you have exceeded the number of sign in attempts allowed, you may become locked out of PowerSchool. If so, contact your school.

Reset Your Password

If your PowerSchool administrator has issued you a temporary password or if your password has expired, use this procedure to reset your password.

How to Reset Your Password

1. Sign in to the PowerSchool Student and Parent portal. The Change Your Password page appears.
2. Use the following table to enter information in the fields:

Field	Description
Current Password	Enter your current password.
New Password	Enter a new password. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements. **Note:** It is important to select a new password that you will remember. If you forget it, you cannot sign in to the PowerSchool Student and Parent portal without help from your PowerSchool administrator. It is not recommended that you write down your password because an unauthorized user could find it and gain access to PowerSchool. Try to commit your password to memory.

Re-Enter New Password	Enter your new password again exactly as you entered it in the above field.

3. Click **Enter**. The start page appears. For more information, see *PowerSchool Student and Parent Portal Start Page*.

    Note: If one of the following messages appears, re-enter your password accordingly:

    - Current password is not correct.
    - New password must be at least [number] characters long.
    - New password must contain at least one uppercase and one lowercase letter.
    - New password must contain at least one letter and one number.
    - New password must contain at least one special character.
    - The verification password you enter must match the new password.
    - The password entered was previously used. Please enter a new password.

    The next time you sign in to the PowerSchool Student and Parent portal, use your new password.

Recover Your Password

If you have forgotten your PowerSchool Student and Parent portal password, you will be unable to sign in to the PowerSchool Student and Parent portal. Use this procedure to recover your password. Once you provide your user name and email address, the system authenticates your information and sends a security token to your email address. Using the security token, you can then sign in to the PowerSchool Student and Parent portal, where you will then be required to change your password.

Note: The security token is only valid for 30 minutes. If it expires before you can reset your password, perform the *How to Recover Your Password* again.

How to Recover Your Password

1. Open your Web browser to your school's PowerSchool Student and Parent portal URL. The Student and Parent Sign In page appears.

2. Click **Forgot Username or Password?** The Recover Account Sign In Information page appears.
3. Click the **Forgot Password?** tab, if needed.
4. Use the following table to enter information in the fields:

Field	Description
Username	Enter your username.
Email Address	Enter your email address.

5. Click **Enter**. A confirmation message appears indicating an email has been sent to you with instructions for resetting your password.
6. Once you have received the email, open the email.
7. Click the link in the email. The Recover Password page appears.
8. Use the following table to enter information in the fields:

Field	Description
Username	Enter your username.
New Password	Enter a new password. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements. **Note:** It is important to select a new password that you will remember. If you forget it, you cannot sign in to the PowerSchool Student and Parent portal without help from your PowerSchool administrator. It is not recommended that you write down your password because an unauthorized user could find it and gain access to PowerSchool. Try to commit your password to memory.
Confirm New Password	Enter your new password again exactly as you entered it in the above field.

9. Click **Enter**. The start page appears. For more information, see *PowerSchool Student and Parent Portal Start Page*.

Recover Your Username

If you have forgotten your PowerSchool Student and Parent portal username, you will be unable to sign in to the PowerSchool Student and Parent portal. Use this procedure to recover your current username. Once you provide your email address, your current user name will be sent to your email.

How to Recover Your Username

1. Open your Web browser to your school's PowerSchool Student and Parent portal URL. The Student and Parent Sign In page appears.

   Note: If the Parent and Student Sign In page does not automatically appear, click the **Sign In** tab.

2. Click **Forgot Username or Password?** The Recover Account Sign In Information page appears.
3. Click the **Forgot Username?** tab.
4. Enter your email address in the first field.
5. Click **Enter**. A confirmation message appears indicating an email has been sent to you with your current username.

Create a Parent Account

Use this procedure to create a new parent account. In order to create an account, you must have the Access ID and Password for at least one student enrolled in school. When creating the account, you will need the Access ID and password for each student you want to associate to your parent account. If you do not have this information or have questions, contact your school.

How to Create a Parent Account

1. Open your Web browser to your school's PowerSchool Student and Parent portal URL. The Student and Parent Sign In page appears.
2. Click the **Create Account** tab. The Create Account page appears.
3. Click **Create Account**. The Create Parent Account page appears.
4. Use the following table to enter information in the Create Parent Account section:

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Field	Description

Field	Description
First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address. The email address you enter is used to send you select information, as well as account recovery notices and account changes confirmations. For more information, see *Email Notifications*.
Desired Username	Enter the username you would like to use when signing in to the PowerSchool Student and Parent portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name.
Password	Enter the password you would like to use when signing in to the PowerSchool Student and Parent portal. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements.
Re-Enter Password	Enter your password again exactly as you entered it in the above field.

5. Use the following table to enter information in Link Students to Account section:

Field	Description
Student Name	Enter the first and last name of the student you want to add to your account.
	Note: Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.
Access ID	Enter the unique access ID for the student.
	Note: If you do not have this information, contact your school.

Access Password	Enter the unique access password for the student.
	Note: If you do not have this information, contact your school.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.
	Note: The relationship selected during account creation is for your reference only and is not displayed/used in the PowerSchool admin portal.

6. Click **Enter**. The Student and Parent Sign In page appears. To continue, see *How to Sign In to the PowerSchool Student and Parent Portal*.

    Note: If one of the following messages appears, re-enter your password accordingly:

    - Current password is not correct.
    - New password must be at least 8 characters long.
    - New password must contain at least one uppercase and one lowercase letter.
    - New password must contain at least one letter and one number.
    - New password must contain at least one special character.
    - The verification password you enter must match the new password.
    - The password entered was previously used. Please enter a new password.

    The next time you sign in to the PowerSchool Student and Parent portal, use your new password.

Session Timeout

If you are not actively working in the PowerSchool Student and Parent portal, your session may time out. If so, you need to sign in again.

Quit the PowerSchool Student and Parent Portal

When finished working in the PowerSchool Student and Parent Portal, it is important to sign out of the application.

Sign Out of the PowerSchool Student and Parent Portal

You can sign out of the PowerSchool Student and Parent portal from any page in the application.

Note: If you are not actively working in the PowerSchool Student and Parent portal, your session may time out. If so, you need to sign in again.

How to Sign Out of the PowerSchool Student and Parent Portal

Click **Sign Out** in the header. The Student and Parent Sign In page appears. You must enter your username and password again to re-display the start page.

Get Started