

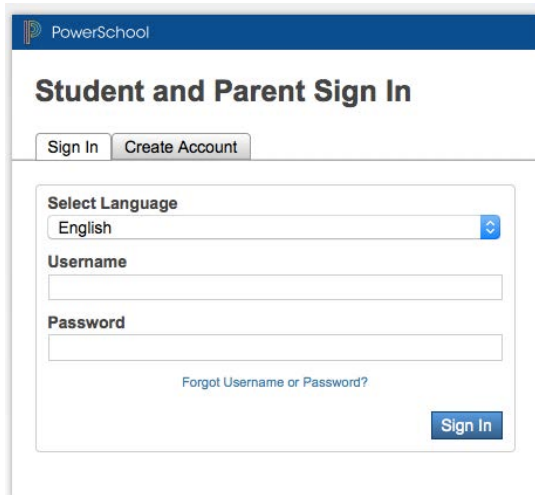
## How do I create a PowerSchool Parent Portal account? (For parents)

Parents may create an account on the PowerSchool Parent/Student Portal in order to view their student's grades, attendance information, lunch balances/fees, and more. From this account they will be able to view multiple children, as well as set when and how often they would like to receive updates – including receiving the daily bulletin.

**Step 1)** In order for a parent to create a new account they will need to have their **student's access** username and password. The school will provide parents/guardians with this access information. **Note:** This is the **student's** access account information, not the parents. Parents/Guardians will create their own account which is linked to their child's/children's account.

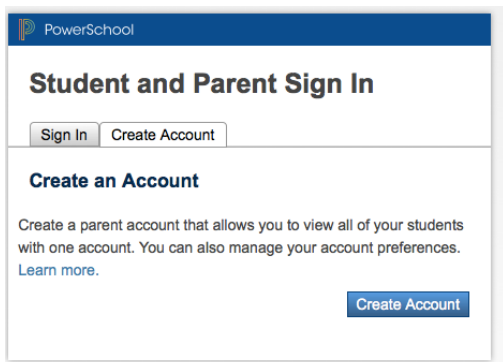
**Step 2)** Using the access account information provided by your school, go to the public login for PowerSchool found at a link similar to the following:

<https://vidalia-city.powerschool.com/public/home.html>



The screenshot shows the PowerSchool login interface. At the top, there is a blue header with the PowerSchool logo and the text "PowerSchool". Below the header, the main heading is "Student and Parent Sign In". Underneath the heading, there are two tabs: "Sign In" (which is active) and "Create Account". The "Sign In" tab contains a "Select Language" dropdown menu set to "English", a "Username" input field, and a "Password" input field. Below the password field is a link that says "Forgot Username or Password?". At the bottom right of the sign-in form is a blue "Sign In" button.

**Step 3)** From the homescreen, select the tab **Create Account**.



The screenshot shows the same PowerSchool login interface, but with the "Create Account" tab selected. The "Sign In" tab is now inactive. The "Create an Account" section is visible, with the heading "Create an Account" and the text: "Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences." Below this text is a blue link that says "Learn more." At the bottom right of the "Create an Account" section is a blue "Create Account" button.

**Step 4)** Determine your username and password. This will be their new permanent user name and password

#### Create Parent Account

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/> <input type="password"/>
Re-enter Password	<input type="password"/>
Password must: <ul style="list-style-type: none"><li>•Be at least 6 characters long</li><li>•Contain at least one uppercase and one lowercase letter</li><li>•Contain at least one letter and one number</li><li>•Contain at least one special character</li></ul>	

**Step 5)** Under *Link Students to Account*, use the **student's Access ID** and **Access password** provided by the school. If they have multiple students at one school they will type in multiple boxes.

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

Press Submit.

**Step 6)** Return to the homepage and use the new login to access the student's account. **\*\*Use the login created during Step 4.**

**Note:** If your school has upgraded to PowerSchool 9.0 (most have), you will now be able to see multiple students through one parent portal account.