PowerSchool Parent Portal
User Guide

PowerSchool 6.x
Student Information System

PEARSON

Contents

Preface

Legend

- This guide uses the > symbol to move down a menu path. If instructed to "Click **File > New > Window**," begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.
- It is easy to identify notes because they are indented and prefaced by the text **Note:**.

Audience

This information is intended for parents who use PowerSchool Parent Portal.

Introduction

Welcome to PowerSchool! PowerSchool helps your school access and maintain student, staff, and schedule information. PowerSchool is a database application that runs on a server, which is the center of your student information system. PowerSchool uses the Internet to facilitate student information management and communication among school administrators, teachers, parents, and students.

PowerSchool Parent Portal is a tool that is integrated into the PowerSchool Student Information System (SIS) that is specifically developed for parents and students.

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, lunch menus and even personal messages from the teacher. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their gradebook to make decisions on what information they want to share with parents and students.

Parent/Guardian Access Management

With the introduction of Parent/Guardian Access Management, PowerSchool now provides single sign-on access to the PowerSchool Parent Portal. With single sign-on access parents/guardians can now have their own individual parent/guardian account, including user name and password. Your school's PowerSchool administrator may create your account or may have you create your own account using the appropriate access credentials. Once your account is created, you can manage your account information, link any and all students to your account (for whom you have parental and legal rights to), and set email and notifications preferences for each student linked to your account. If you've forgotten your account login information, you can retrieve them by using auto-recovery.

Note: This functionality is only available if enabled by your school.

Get Started

To get started, you must log in to PowerSchool Parent Portal.

Log In to PowerSchool Parent Portal

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

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

How to Log In to PowerSchool Parent Portal

1. Open your Web browser to your school's PowerSchool Parent Portal URL. The Log In page appears.
2. Enter your username in the first field.
3. Enter your password in the second field.

   Note: The characters appear as asterisks (*) to ensure greater security when you log in.

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

How to Reset Your Password

If your school's PowerSchool administrator has issued you a temporary password, you will be required to change your password upon logging in.

Note: This procedure is only available if parent single sign-on security is enabled. For more information, see *Parent/Guardian Access Management*.

1. Log In to PowerSchool 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 PowerSchool Parent Portal password.
New Password	Enter your new PowerSchool Parent Portal password. **Note:** Your new password must be different from old password.
Re-enter New Password	Re-enter your new PowerSchool Parent Portal password.

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

How to Recover Your Password

If you have forgotten your PowerSchool Parent Portal password, you will be unable to log into the PowerSchool 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 log back into the PowerSchool Parent Portal, where you will then be required to change your password. For more information, see *How to Reset 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.

Note: This procedure is only available if parent single sign-on security is enabled. For more information, see *Parent/Guardian Access Management*.

1. Open your Web browser to your school's PowerSchool Parent Portal URL. The Log In page appears.

2. Click **Having trouble logging in?** The Recover Account Login Information page appears.

3. Click the **Forgot Password?** tab, if needed.

4. Enter your user name in the first field.

5. Enter your email address in the second field.

6. Click **Enter**. A confirmation message appears indicating an email has been sent to you with instructions for resetting your password.

How to Recover Your User Name

If you have forgotten your PowerSchool Parent Portal user name, you will be unable to log into the PowerSchool Parent Portal. Use this procedure to recover your current user name. Once you provide your email address, your current user name will be sent to your email.

Note: This procedure is only available if parent single sign-on security is enabled. For more information, see *Parent/Guardian Access Management*.

1. Open your Web browser to your school's PowerSchool Parent Portal URL. The Log In page appears.

2. Click **Having trouble logging in?** The Recover Account Login Information page appears.

3. Click the **Forgot User Name?** 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 user name.

How to Create a Parent/Guardian Account

Use this procedure to create a new parent/guardian 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/guardian account. If you do not have this information or have questions, contact your school's PowerSchool administrator.

Note: This procedure is only available if parent single sign-on security is enabled. For more information, see *Parent/Guardian Access Management*.

1. Open your Web browser to your school's PowerSchool Parent Portal URL. The Log In page appears.
2. Click **Create Account**. The Create Parent/Guardian Account page appears.
3. Use the following table to enter information in the Create Parent/Guardian Account section:

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 User Name	Enter the user name you would like to use when logging into the PowerSchool 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 logging into the PowerSchool Parent Portal. The password must be unique and a minimum of 6 characters.
Re-enter Password	Re-enter the password you would like to use when logging into the PowerSchool Parent Portal. The password you enter must match the password entered in the **Password** field.

4. 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 you 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's PowerSchool administrator.
Access Password	Enter the unique access password for the student. **Note:** If you do not have this information, contact your school's PowerSchool administrator.

Field	Description
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

5. Click **Enter**. The Login page appears. To continue, see *How to Log In to PowerSchool Parent Portal*.

PowerSchool Parent Portal Start Page

When you log in to PowerSchool Parent Portal, the start page appears. This page serves as the central point from which you begin your PowerSchool Parent Portal session. The PowerSchool Parent Portal start page consists of the following main areas:

- Navigation bar
- Main menu

Navigation Bar

The navigation bar appears at the top of the PowerSchool Parent Portal start page, and is common to every page in the application. The navigation bar includes the following information:

Field	Description
[PowerSchool Logo]	Click to return to the start page.
[Main Menu]	Contains links to PowerSchool Parent Portal functions. For more information, see *Main Menu*.
[Student Tabs]	The first names of the students associated to your parent/guardian account appear in alphabetical order. Click the name of the student for whom you want to view information. The page refreshes and display information for the selected student. For more information, see *Account Preferences*.
	If you click the name of a student and the message "Student information is not available at this time." appears, contact your school's PowerSchool administrator.
	Note: These tabs only appear if parent single sign-on security is enabled. For more information, see *Parent/Guardian Access Management*.
[Your Name]	The first and last name of the person logged in. Your name should appear. If it does not, contact your school's PowerSchool administrator.
[Login]	In an effort to ensure that your account is secure and your information protected, the date and time of the last time you logged in appears next to your name. If you hover over the date and time, you can view how your last session ended — by logging out, timing out, or logging off due to multiple concurrent logins. You will not see how your last session ended

Field	Description
	if it ended for any other reason, such as a server reset. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school.
[Printer Icon]	Click to print a printer-friendly version of the page you are viewing. Additionally, the page includes the name of the selected student and the school and school district for that student.
[Help Icon]	Click to view page-specific online help.
Logout	Click to log out of PowerSchool Parent Portal. For more information, see *Quit PowerSchool Parent Portal*.

Main Menu

The main menu consists of several icons within the navigation bar and includes links to the following functions:

Field	Description
Grades and Attendance	Click to view student grades and attendance for the current term. For more information, see *Grades and Attendance*.
Grades History	Click to view student grades for the previous term. For more information, see *Grades History*.
Attendance History	Click to view attendance history for the current term. For more information, see *Attendance History*.
Email Notification	Click to set the e-mail notifications you can receive on a regular basis. For more information, see *Email Notifications*.
Teacher Comments	Click to view any teacher comments. For more information, see *Teacher Comments*.
School Bulletin	Click to view the current school bulletin. For more information, see *School Bulletins*. **Note:** This icon only appears if School Bulletin is enabled.
Class Registration	Click to register for classes and view course requests. For more information, see *Class Registration*.
Balance	Click to view the current lunch balance and fee transactions. For more information, see *Balances*. **Note:** This icon only appears if Lunch Balance is enabled.
My Calendars	Click to subscribe to specific homework and event calendars. For more information, see *My Calendars*.
Account Preferences	Click to manage your PowerSchool Parent Portal account

Field	Description
	preferences. For more information, see *Account Preferences*.

Work with the Main Menu

Read this section to understand the basics of working with the main menu. You do not need to complete the activities in any particular order, but you should be familiar with all of them.

Remember, if you have more than one student associated to your parent/guardian account, use the student tabs that appear in the navigation bar to select the student for which you want to view information. For more information, see *Account Preferences*.

Grades and Attendance

The Grades and Attendance page displays comprehensive information about a student's grades and attendance for the current term. The legend at the bottom of the page displays the attendance and citizenship codes and their meanings.

How to View Grades and Attendance

1. On the main menu, click **Grades and Attendance**.
2. Click the **Grades and Attendance** tab, if needed. The Grades and Attendance page appears.
3. Do one or more of the following:

   - To view attendance data for dropped classes, click **Show dropped classes also**.
   - To send e-mail to a teacher, click the name of the teacher.

     Note: To use this function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.

   - To view grade details, click a grade in the term column. The Class Score Detail page appears.
   - To view assignment details, click a grade in the term column. The Class Score Detail page appears. Click an assignment under the Assignment column. The Assignment Description page appears. Use the browser **Back** button to return to the Grades and Attendance page.

     Note: Icons indicate the status of assignments. For more information, see the icon legend at the bottom of the page.

   - To view the absences or tardies for the selected class during this term, click a number in the Absences or Tardies column. The Dates of Attendance page displays all absences or tardies for that class.
   - To view the absences or tardies for all classes during this term, click a number in the Attendance Totals row. The Dates of Absence or Dates of Tardies page displays all absences or tardies. Use the browser **Back** button to return to the Grades and Attendance page.
   - To view total absences or tardies for the semester or for the year-to-date, click a number in the Absences or Tardies column in the Attendance by Day section. Depending on your selection, the Dates of Attendance page displays the total absences or tardies for the semester or for the year-to-date.

- Use the browser **Back** button to return to the Grades and Attendance page.

Standards Grades

The Standards Grades page displays information about a student's standards grades and comments for the current term. By default, only classes currently in progress appear.

How to View Standards Grades

1. On the main menu, click **Grades and Attendance**. The Grades and Attendance page appears.
2. Click the **Standards Grades** tab. The Standards Grades page appears.

   - Click **Show Completed Classes** to view standards grades for completed classes.
   - Click **Hide Completed Classes** to view only the classes for the current term.
   - Click on the blue "c" icon to view score comments.
   - Click the name of the standard to view the following details:
     - Teacher
     - Course
     - Standard Name
     - Gradescale
     - Gradescale Description
     - Gradescale Details

Pearson Inform Student View

The Inform Student View page displays Pearson Inform student data. Click Inform Student View tab to view Pearson inform Student data. This tab appears if Pearson Inform access is enabled. For more information, contact your school's PowerSchool administrator.

Note: The data that appears on the graph is not served by PowerSchool. It is rendered from a separate Pearson Inform server. For more information on the configuration of Pearson Inform, see the Pearson Inform documentation.

Grades History

The Grades History page displays information about a student's quarter and semester grades for the current term.

How to View Grades History

1. On the main menu, click **Grades History**. The Grade History page appears.
2. Click a grade in the % column. The Class Score Detail page appears.

   A caret (^) indicates score is exempt from final grade. An asterisk (*) indicates an assignment is not included in final grade. The number one (1) indicates this final grade may include assignments that are not yet published by the teacher. It may

also be a result of special weighting used by the teacher. Click the special weighting link for more information.

Attendance History

The Attendance History page displays information about a student's attendance record for the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

How to View Attendance History

On the main menu, click **Attendance History**. The Attendance History page displays the student's attendance record for the current term.

Email Notifications

The Email Notifications page provides you with the ability to manage your parent/guardian account email preferences, including what information you would like to receive, how often you would like to receive the information, and any additional email addresses that you would like the information sent to. Email preferences may be applied to a single student or all students associated to your parent/guardian account.

How to Set Up Email Notifications

1. On the main menu, click **Email Notification**. The Email Notifications page appears.
2. Use the following table to enter information in the fields:

Field	Description
What information would you like to receive?	Specify which information you would like to receive by selecting the appropriate checkboxes: • **Summary of current grades and attendance** • **Detail report showing assignment scores for each class** • **Detail report of attendance** • **School announcements** • **Balance Alert**
How often?	Specify the rate at which you want to receive the selected information from the pop-up menu: • **Never** • **Weekly** • **Every Two Weeks** • **Monthly** • **Daily**

Field	Description
Email Address	Display only of the email address associated to your parent/guardian account. The selected information, as well as account recovery notices and account changes confirmations will be sent automatically to this email address. **Note:** To change your email address, see *How to Change Your Account Preferences*.
Additional Email Addresses	Enter additional email addresses that you want the selected information to be sent to. Separate multiple addresses with commas.
Apply these settings to all your students?	Select the checkbox to apply the email preferences to all students associated to your parent/guardian account.
Send now for [Student Name]?	Select the checkbox to receive the selected information immediately.

3. Click **Submit**. The Email Notifications page appears. A confirmation message appears indicating the changes were saved.

Teacher Comments

The Teacher Comments page displays any comments that teachers have entered regarding a student, such as a student's achievement or behavior.

How to View Teacher Comments

1. On the main menu, click **Teacher Comments**. The Teacher Comments page appears.
2. To open an e-mail message to send to a teacher, click the teacher's name.

   Note: To use the e-mail function, your Web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send e-mail messages.

School Bulletins

The School Bulletin page serves as your school's "message board" whereby your school can post a variety of information for you to view.

Note: If you are not able to access this page, School Bulletins may not be enabled. Contact your school for information.

How to View School Bulletins

1. On the main menu, click **School Bulletin**. The School Bulletin page displays any messages for the current day.

    Note: The name of the selected student's school or district appears in addition to today's date.

2. To view another day's bulletin, click a date link at the bottom of the page.

Class Registration

To manage a student's course requests, use the Class Registration page to request classes for the next school year, as well as view any existing course requests for the upcoming year.

How to Register for Classes

1. On the main menu, click **Class Registration**. The Class Registration page appears.

    Note: A **Road** icon appears if a teacher has recommended the course. Click to view the recommending teacher. A **Note** icon appears if the course contains prerequisite notes. Click to view.

2. Click the **Pencil** icon to select courses from each area as instructed. The Course Request pop-up window appears.
3. Use the following table to enter information in the fields:

    Note: Click column headings to sort in ascending order. Click again to sort in descending order.

Field	Description
[Course]	Select the checkbox for each course you want to request.
Course Name	The name of the course.
Number	The number used to identify the course.
Credits	The number of credits you receive for taking the course.
Prerequisite Notes	Descriptive text regarding academic requirements or authorizations that must be fulfilled prior to a enrollment in a course.
Alerts	Alert to indicate prerequisites have not been met, if any.

4. Click **Okay**. The Course Request pop-up window closes. A green checkmark appears in the area for which you selected courses.

    Note: A red exclamation mark appears if courses need to be selected for an area.

5. Repeat Step 2 through Step 4 for each course request.
6. Click **Submit**. The [Scheduling Year] Course Requests page appears.

How to View Course Requests

1. On the main menu, click **Class Registration**. The Class Registration page appears.
2. Click **View future course requests**. The [Scheduling Year] Course Requests page.

Balances

The Transactions page displays a student's lunch balance and fee transaction information for the current term.

Note: If you are not able to access this page, Balances may not be enabled. Contact your school for information.

How to View Balances

On main menu, click **Balances**. The Transactions page appears. The Meal Transactions section displays the student's current lunch balance and each transaction line item. The Fee Transactions section displays the student's current fee balance and each transaction line item.

My Calendars

My Calendar, a personal calendar application, is a tool to help parents and students stay on top of daily events and better manage their time. Using My Calendar, you can subscribe to and receive homework and school event information in the form of a calendar on your desktop computer. With My Calendar, you can:

- Subscribe to calendars to keep up with homework assignments, grades, school events, and more.
- View more than one calendar at a time from within a single unified window to quickly identify schedule conflicts and pockets of free time.
- Keep your priorities straight with a built-in To Do list.

IMPORTANT: In order to use My Calendar, you must first have iCal installed on your computer. You will need Mac OS X version 10.2.3 or later to use iCal. iCal is available as a free download. For more information, visit the Apple Inc. Web site at **www.apple.com/ical.**

How to Subscribe to Calendars

1. On main menu, click **My Calendars**. The My Calendars page appears.
2. Click **Subscribe** in the Class Assignments Only column to receive the class assignments calendar. The iCal application opens, and the **Subscribe to** field automatically displays the calendar URL.
3. Click **Subscribe**. The Subscribing to <calendar name> page appears.
4. Use the following table to enter information in the applicable fields:

Field	Description
Title	By default, the system automatically populates this field with the class name.
Refresh	Select the checkbox to receive updated data, such as new homework assignments, grades, or school events, for the selected calendar. If you select the checkbox, use the pop-up menu to choose the refresh timeframe. It is recommended that you either select daily or weekly.
Remove Alarms	This function does not apply to My Calendar.
Remove To Do Items	By default, the checkbox is selected, and the system does not display the To Do List. Deselect the checkbox to enable the To Do List, which displays student homework assignments.

5. Click **Subscribe** in the **Class Assignments With My Scores and Final Grades** column. The iCal application opens, and the **Subscribe to** field automatically displays the calendar URL.
6. Click **Subscribe**. The Authentication page appears.
7. Enter your PowerSchool Parent Portal username and password. Click **OK**. The Subscribe to <calendar name> page appears. See Steps 4 and 5 for additional information.

How to View My Calendars in iCal

Each of the calendars you subscribe to appear in the **Calendars** section of iCal. Note the colored checkbox next to each calendar. If the checkbox next to a calendar is selected, the information contained within that calendar displays within the calendar view as the color of the checkbox.

To view information about an item in the calendar view, click the item and information about the item appears in the Info drawer. If you have subscribed to any of the homework calendars, outstanding assignments appear as items on your student's **To Do by Priority** list. Click any of the items to view information about that item in the Info drawer.

Account Preferences

The Account Preferences page provides you with the ability to manage your parent/guardian account information, including your name, user name, password, and email address. In addition, you can add any and all students for whom you have legal and parental rights to your account in order to view their information by way of your account.

Note: To edit or remove a student associated to your account, contact your school's PowerSchool administrator.

Note: If you are not able to access this page, parent single sign-on security may not be enabled. For more information, see *Parent/Guardian Access Management*.

How to Change Your Account Preferences

Use this procedure change the name, e-mail address, user name or password associated with your parent/guardian account.

1. On main menu, click **Account Preferences**. The Account Preferences – Profile page appears.

2. Click the **Profile** tab, if needed.

3. On the Profile tab, use the following table to enter information in the fields:

   Note: The **Cancel** and **Save** buttons appear shaded until information is entered.

Field	Description
First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address.
User Name	Click the **Pencil** icon and then enter the user name you would like to use when logging into the PowerSchool Parent Portal in the **New User Name** field.
Current Password	Click the **Pencil** icon and then enter: 1. Enter your PowerSchool Parent Portal password in the **Current Password** field. 2. Enter your new PowerSchool Parent Portal password in the **New Password** field. 3. Re-enter your new PowerSchool Parent Portal password in the **Confirm Password** field.

4. Click **Save**. A confirmation message appears indicating your account is updated. Additionally, an account changes confirmation email is sent to your email address.

   Note: If you change your email address, the account changes confirmation email is sent to both the old and new email addresses.

How to Add a Student to Your Parent/Guardian Account

Use this procedure to add one or more students to your parent/guardian account. You will need an Access ID and Access Password. If you do not have this information or have questions, contact your school's PowerSchool administrator.

1. On main menu, click **Account Preferences**. The Account Preferences – Profile page appears.

2. Click the **Students** tab.

3. On the Students tab, click the **Add** icon to add a student to your parent/guardian account. The Add Student dialog appears.

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

Note: The **Cancel** and **Save** buttons appear shaded until information is entered.

Field	Description
Student Name	Enter the first and last name of the student you want to add to you 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's PowerSchool administrator.
Access Password	Enter the unique access password for the student. **Note:** If you do not have this information, contact your school's PowerSchool administrator.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

5. Click **Submit**. The Add Student Dialog closes. The newly added student appears under My Students. Additionally, an account changes confirmation email is sent to your email address.

Quit PowerSchool Parent Portal

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

Log Out of PowerSchool Parent Portal

You can log out of PowerSchool Parent Portal from any page in the application.

Note: If you are not actively working in PowerSchool Parent Portal, your session may timeout. If so, you need to **log in** again.

How to Log Out of PowerSchool Parent Portal

Click **Logout** in the navigation bar. The Log In page appears. You must enter your username and password again to redisplay the PowerSchool Parent Portal start page.