

Dear Parents,

Over the winter break our student information system – PowerSchool – went through a significant upgrade. One of the most important updates was the way in which you log in to the system to see your student’s grade and attendance information. As many of you have tried and found out, the way in which you accessed the information previously no longer works. You can now PERSONALIZE your login information and access multiple students with one login. What follows is a walk-through that will show you how to log in using the new process.

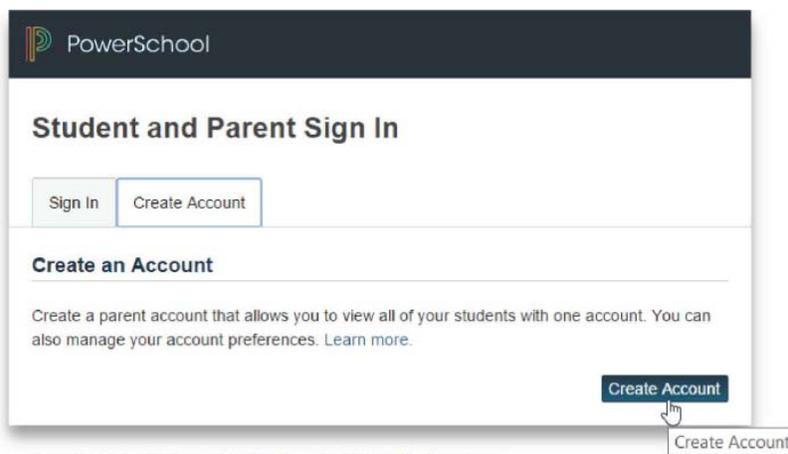
1. As you have done before, please point your browser to

<https://ps.cook.k12.ga.us/public/pw.html>

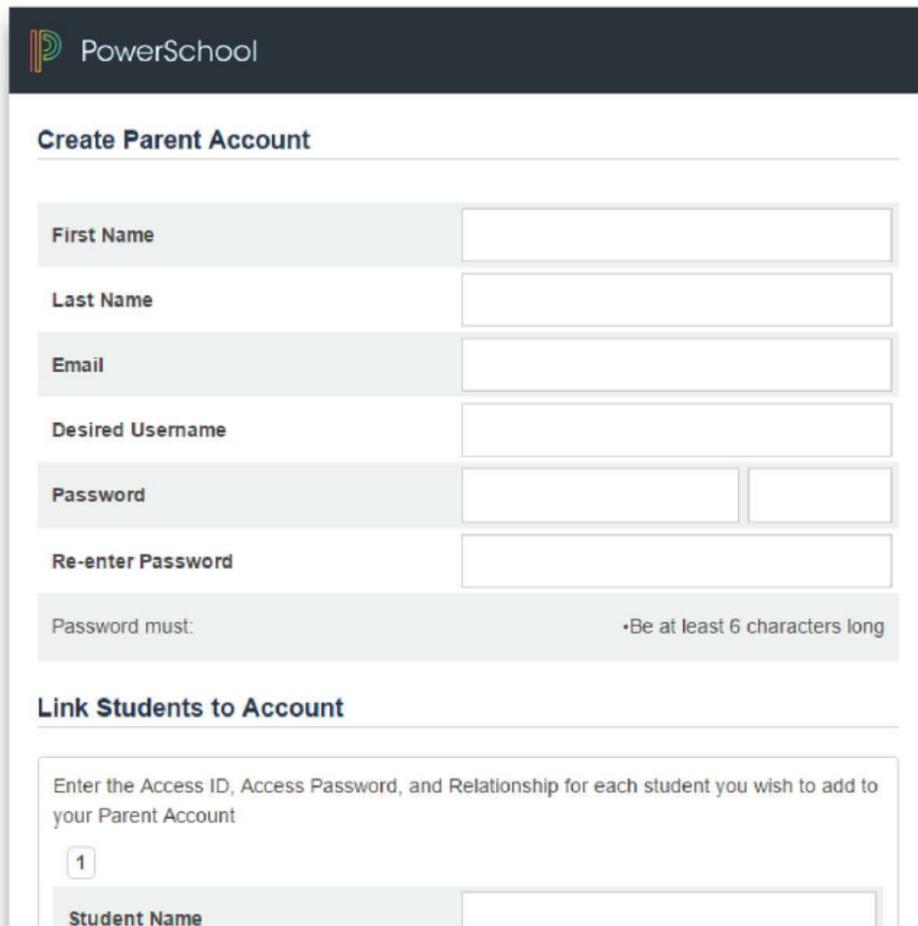


The new version of PowerSchool puts another layer on top of the old sign-in process for parents. (Students log-in just as they did before the break.) Fortunately, this new step is one you only have to do once: create an account. This will enable you to retrieve your username or password any time without waiting for someone at the school to get back to you. Also if you have one child enrolled, you will be able to access them all under this one login. Please follow the steps at #6 to add additional children to your login.

2. To create your account, click on the tab Create Account like this:



Once you click on the Create Account tab, you'll see a screen that looks like this:



The screenshot shows the PowerSchool 'Create Parent Account' form. At the top left is the PowerSchool logo. The form is titled 'Create Parent Account' and contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password' (with a strength indicator), and 'Re-enter Password'. Below these fields is a note: 'Password must: •Be at least 6 characters long'. The second section is titled 'Link Students to Account' and includes a sub-header: 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. A table with one row is visible, with a '1' in a small box next to the 'Student Name' label.

Please type in your first and last name in the form followed by whatever email account you'd like to use. This email will be the one the system uses to send you log-in information should you need to be reminded.

3. Next, choose a username, and a password. The username can be anything you like. The password must be 6 characters long at a minimum, and the system will tell you how strong it thinks your password is as you enter it. The longer, and the more random inclusion of numbers, capital letters, and wildcard characters the better. Here's an example:

 PowerSchool

Create Parent Account

First Name	<input type="text" value="Jane"/>
Last Name	<input type="text" value="Smith"/>
Email	<input type="text" value="jsmith@abc.com"/>
Desired Username	<input type="text" value="QueenBee"/>
Password	<input type="password" value="....."/> Strong
Re-enter Password	<input type="password" value="....."/>

Password must: •Be at least 6 characters long

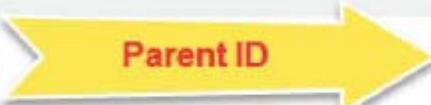
4. Next, add your student's information like this:

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" value="John Smith"/>
Access ID	<input type="text" value="12345678"/>
Access Password	<input type="text" value="ABC12EF3"/>
Relationship	<input type="text" value="-- Choose"/>



Please note here that when entering in the Access ID and Access Password, these are the log in

credentials you have used up until now – **not** your student’s access credentials. The username will be 8 numbers and the password will be 8 random numbers and capital letters. Please see the end of this document regarding school contact person if you don’t know this info.

5. Finally, choose the relationship you are to your student:

PowerSchool

Create Parent Account

First Name	Jane
Last Name	Smith
Email	jsmith@abc.com
Desired Username	QueenBee
Password Strong
Re-enter Password

Password must:

Link Students to Account

Enter the Access ID, Access Password, and Relationship for your Parent Account

1

Student Name	
Access ID	
Access Password	
Relationship	Mother

- Choose
- Father
- Mother**
- Grandfather
- Grandmother
- Aunt
- Uncle
- Brother
- Sister
-
- Brother, half
- Brother, step
- Cousin
- Daughter
- Father, foster
- Father, step
- Friend
- Husband
- Mother, foster
- Mother, step

6. If you have more than one student enrolled in Cook County Schools and would like to have them tied to your login continue to fill in the student information until you add all of your students’ accounts.

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

Access ID

Access Password

Relationship

-- Choose



2

Student Name

Access ID

Access Password

Relationship

-- Choose



3

Student Name

7. You are almost done! Lastly, scroll to the bottom of the window and find the Enter button and click on it:

7

Student Name

Access ID

Access Password

Relationship

-- Choose

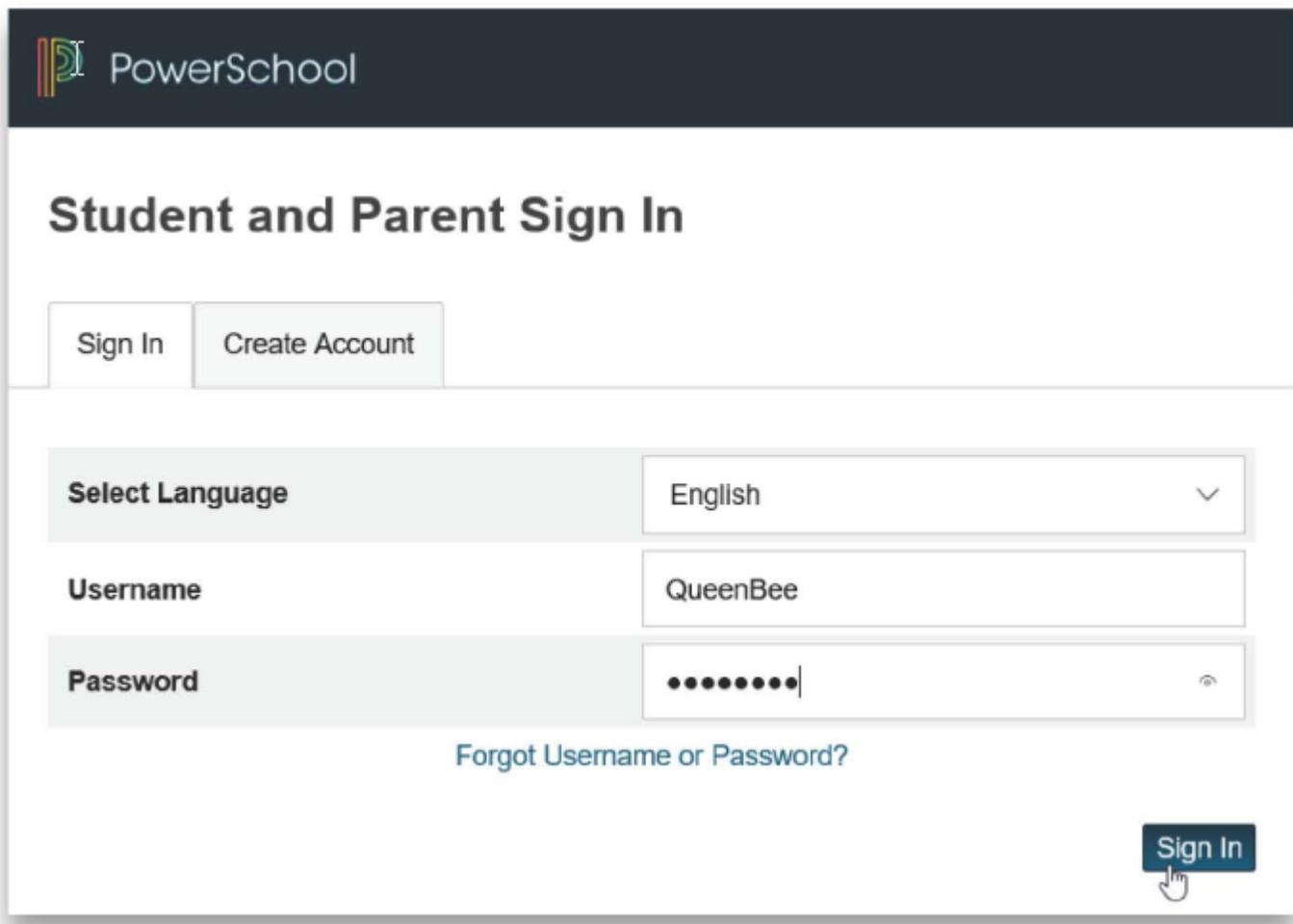


Enter



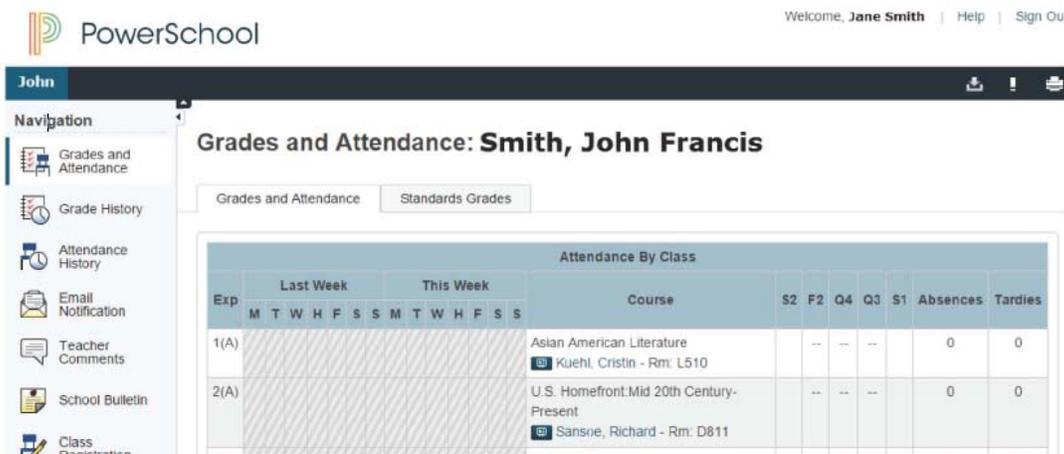
Enter

That will take you back to the main sign in screen. Now please test your new log in information and sign in with your new credentials:



The image shows the PowerSchool login interface. At the top left is the PowerSchool logo. The main heading is "Student and Parent Sign In". Below this are two buttons: "Sign In" and "Create Account". The login form consists of three fields: "Select Language" with a dropdown menu set to "English", "Username" with the text "QueenBee", and "Password" with a masked input field. Below the password field is a link that says "Forgot Username or Password?". In the bottom right corner, there is a blue "Sign In" button with a hand cursor icon over it.

That will take you to the familiar screen that reports on your student's grades and attendance:



The image shows the PowerSchool dashboard for a user named John. The top navigation bar includes the PowerSchool logo, the user name "John", and links for "Welcome, Jane Smith", "Help", and "Sign Out". A sidebar on the left contains navigation options: "Grades and Attendance", "Grade History", "Attendance History", "Email Notification", "Teacher Comments", "School Bulletin", and "Class Registration". The main content area is titled "Grades and Attendance: Smith, John Francis" and has two tabs: "Grades and Attendance" (selected) and "Standards Grades". Below the tabs is a table titled "Attendance By Class".

Exp	Last Week		This Week		Course	S2	F2	Q4	Q3	S1	Absences	Tardies						
	M	T	W	F									S	M	T	W	F	S
1(A)											0	0						
2(A)											0	0						

If you only have one student then you will only see one name in the top bar under PowerSchool. If you add more than one you will see the names listed so that you can change students easily.

FOR EMAIL SETUP PLEASE GO TO THE NEXT PAGE

Email Notifications Set-Up

To modify the information sent to a parent or guardian and **resume** e-mails that you were receiving up until the update follow the directions below:

1. In the Navigation menu, click Email Notifications.
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]**. If you would like to receive a second student’s email notification you will have to click on that student’s name at the top and click Send now for [student name].
7. To save the email preferences, click **Submit**.

School Contacts

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