

# PowerSchool Parent Account Creation Guide

## Get Started

PowerSchool is the District's new web-based tool providing real-time insights on student grades, schedules, performance, and attendance.

Before you can access your student information, you must create a new parent account. You need to have at least one student Access ID and Password to create an account. You will receive this information in an email. If you do not have this information, contact the school.

## Set-up your account (Each parent/guardian may create their own account)

Step 1: Open your Web browser to <https://sterlingschool.powerschool.com>

Step 2: On the Sign In screen, choose the "Create Account" tab and click on "Create Account" at the bottom of the Create an Account window.

Click "Create Account"

Verify by clicking on "Create Account"

Step 3: Complete information requested.

### Parent Account Details

Enter YOUR Last Name, YOUR First Name, YOUR e-mail address, your preferred username and password.

Your new password should contain:

- At least 8 characters
- At least 1 uppercase and 1 lowercase letter
- At least 1 letter and 1 number
- At least one special character e.g. '~ ! @ # \$ % ^ & \* ( ) \_ + -

**E-mail address must be unique.** Multiple parents cannot share the same e-mail address

**Username must be unique**

**Verification password must match the new password above**

Step 3: Complete information requested (Continued)

Link Students to Account

**Student Name** - Enter the first and last name of the student you want to add to your account.

**Access ID and Password** - Enter the unique Access ID and Password that you receive in the mail. **Contact your school if you do not have this information.**

**Relationship** – Choose how you are related to the student.

Access ID and Access Password are case-sensitive

Click on the Relationship drop-down arrow to choose your relationship to the student

Step 4: After completing all information, click "Enter" at the bottom of the page.

Upon completion of information requested, click "Enter" to submit.

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Note: If you get an error message, please verify information entered and re-submit.

Step 5: Sign-in to test your new account at <https://sterlingschool.powerschool.com>. Your screen should look similar to the image below:

**Account Preferences** allows you to change your e-mail address, username or password. You may also **add additional students** to your account.



PowerSchool Mobile App is available for iOS and Android devices. Use District code listed on this screen.

Exp	Last Week					This Week					Course	T1	T2	T3	Absences	Tardies		
	M	T	W	H	F	M	T	W	H	F								
Attendance Totals																	0	0

  

Last Week					This Week					Absences		Tardies			
M	T	W	H	F	M	T	W	H	F	T3	YTD	T3	YTD		
										0	0	0	0		
Attendance Totals												0	0	0	0

**Legend**  
 Attendance Codes: B=Blank/Present | A=Absent | B=School Business | C=Inp Study Incomplete | E=Excused | S=Suspended | M=Tardy > 30 min | L=Tardy | J=Inp Study Completed | T=Truant | F=In School Suspend | V=Studio Attendance | Y=Excused Tardy