

Parent Portal Single Sign-On

The following is a walkthrough of what you will be required to do when the single sign-on is activated on November 15, 2010 for the new updated Parent Portal.

Below is the new login page that you will see when you click into PowerSchool's Parent Portal that has a few new options. You will have to create a new account the first time you visit the Parent Portal. Your old ID and password will get rejected. You'll need to start by clicking the **Create Account button**. Multiple accounts may now be created which is helpful for those families who may want their own account and be able to control their own email settings.



Login

User Name

Password

[Having trouble logging in?](#)

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)

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On the next screen you will need to enter your name, email address which is required, you will then choose a username, and set a password. Your email address is used to alert you of any changes to your account and also to send username reminders or links to be able to reset your

password if you forget it. The Access ID and Access Password boxes are the most important and this is where you will enter the ID and password that were assigned to your students that you previously used to login into the Parent Portal. You will then add **ALL** of your children that attend the district by using the separate rows.



Create Parent/Guardian Account

First Name	<input type="text" value="Chad"/>
Last Name	<input type="text" value="Rust"/>
Email	<input type="text" value="rust@owosso.k12.mi.us"/>
Desired User Name	<input type="text" value="rustchad"/>
Password	<input type="password" value="....."/> <div style="display: inline-block; width: 20px; height: 15px; background-color: #808000; margin-left: 5px;"></div> Strong
Re-enter Password	<input type="password" value="....."/>

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

	Student Name	Access ID	Access Password	Relationship
1.	<input type="text" value="Elizabeth"/>	<input type="text" value="PAbel"/>	<input type="password" value="...."/>	<input type="text" value="Other"/> ▾
2.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose ▾
3.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose ▾
4.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose ▾
5.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose ▾
6.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose ▾
7.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose ▾

If you entered the information without any errors you will be returned to the login page with a notice that your account was created successfully.

PowerSchool

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

Login

User Name

Password

[Having trouble logging in?](#)

Submit

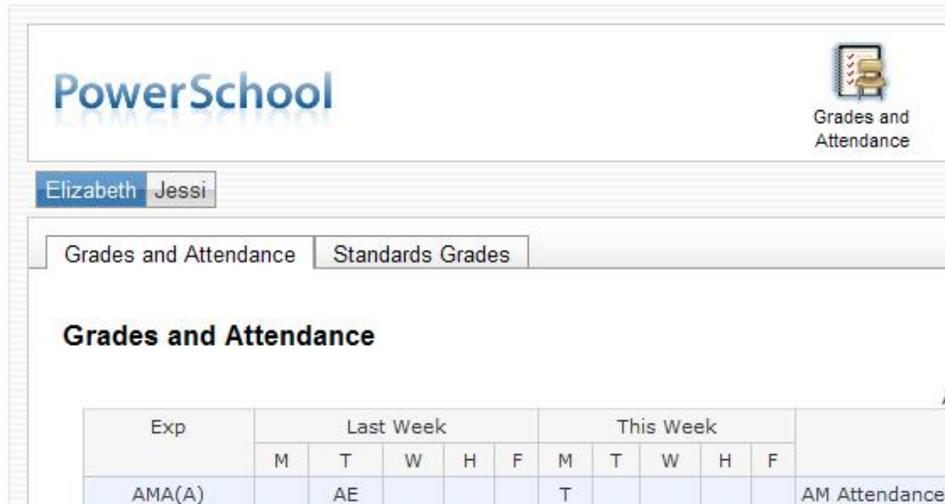
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Here you will enter your new username and password that was created by you on the previous screen and click submit. The parent portal looks very similar to the way it had before. There is an Account Preferences option that allows the user to edit their information and also add additional students.

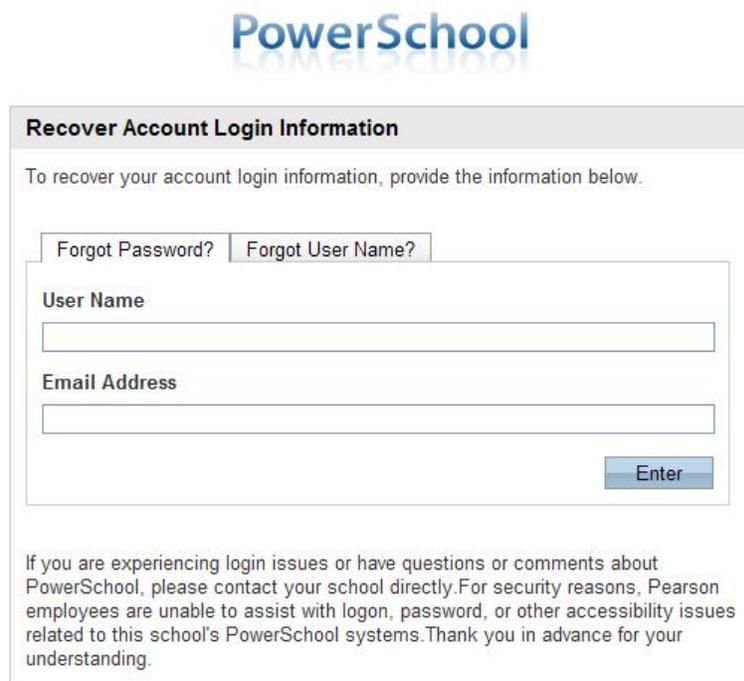
Your student(s) names that were added to your account will be displayed in blue below the PowerSchool logo. Click on the name of the student to review their grades, attendance, and other information.



The screenshot shows the PowerSchool interface. At the top left is the PowerSchool logo. At the top right is a 'Grades and Attendance' icon with the text 'Grades and Attendance' below it. Below the logo is a user name 'Elizabeth Jessi'. There are two tabs: 'Grades and Attendance' (selected) and 'Standards Grades'. Below the tabs is the heading 'Grades and Attendance'. At the bottom is a table showing attendance data.

Exp	Last Week					This Week					A/C
	M	T	W	H	F	M	T	W	H	F	
AMA(A)		AE				T					AM Attendance

If you forget your username or password a reminder will be sent to the email address for the account, or you will be sent a link to a page to reset your password. Both of these are available by clicking "Having trouble logging in?" found under the password box.



The screenshot shows the 'Recover Account Login Information' form. At the top is the PowerSchool logo. Below it is the heading 'Recover Account Login Information'. The text reads: 'To recover your account login information, provide the information below.' There are two tabs: 'Forgot Password?' (selected) and 'Forgot User Name?'. Below the tabs are two input fields: 'User Name' and 'Email Address'. At the bottom right of the form is an 'Enter' button. Below the form is a paragraph of text: 'If you are experiencing login issues or have questions or comments about PowerSchool, please contact your school directly. For security reasons, Pearson employees are unable to assist with logon, password, or other accessibility issues related to this school's PowerSchool systems. Thank you in advance for your understanding.'

This new Parent Portal Single Sign-On should make it easier for you to view ALL your children by using ONE username and password.