PowerSchool

Parent Portal – Creating single login accounts

To Create Parent/Guardian Account –enter the URL as listed below.

http://cms.powerschool.com/public/ (Do not use www.)

You will see a new page named "Create Parent/Guardian Account **Login page > Create Account**. This page allows you to create your own parent/guardian account.

Click Create Account

The first section on the page, "Create Parent/Guardian Account," is the information necessary to establish the parent/guardian's account. All fields in this section are required, and include the following:

First Name , Last Name , Email (must be unique), Desired User Name (must be unique), Password (must be at least 6 characters), Re-enter Password

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* = required fields

1st section

Create Parent/Guardian Account

Field		
First Name	*	
Last Name	*	
Email	*	
Desired User Name	*	
Password	*	
Re-enter Password	*	

2nd section

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.	*	*	*	-- Choose *
2.				-- Choose
3.				-- Choose
4.				-- Choose
5.				-- Choose
6.				-- Choose
7.				-- Choose

Click ➝ enter

The Second section on the page, "Link Students to Account," requires that the information for at least one student be provided, and includes the following:

Student Name (your child's first name only), Access ID, Access Password, Relationship

The Access ID & the Access Password will be provided to you. They are case sensitive, the must be exactly as indicated in the letter.

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Create Parent Account

First Name	James
Last Name	Parker
Email	JamesP@mail.com
Desired Username	JamesP
Password	●●●●●●●●●●● ▨ Better
Re-enter Password	●●●●●●●●●

Password must:

▪ Be at least 7 characters long

Link Students to Account

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

	Student Name	Access ID	Access Password	Relationship
1.	Joshua	par12x	●●●●●●	Father
2.	Kellie	par146	●●●●●●	Father
3.	Katie	parxv5	●●●●●●	Father
4.	Cameron	camde9	●●●●●●	Foster parent
5.	Cody	cod558	●●●●●●	Great uncle
6.				— Choose
7.				— Choose

Enter

Common data entry errors include not completing all fields, entering an email address or user name that is already associated to another account, or entering incorrect access IDs or passwords **(the ID's and passwords are case sensitive, please enter them exactly as indicated in the letter)**. When this occurs, you will need to re-enter any information that was not entered correctly, and also re-enter any passwords for security reasons. Please contact your school if student account information needs to be reset.

Account successfully created

HOME BASE

Parent Sign In

Username

JParker123

Password

●●●●●●●●

Having trouble signing in?

Sign In

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more.

Create Account

Enter your username and password, click Submit to login.

Account Preferences

A new page named "Account Preferences" is available in the PowerSchool Parent Portal and is accessible once you have logged in by clicking the **Account Preferences** icon (tab) in the side navigation menu. This page allows you to manage your account information, including your name, your username, your account password, and your email address. You can also add additional students to your account, provided you have the access ID and access password for any child you wish to add.

Frequently Asked Questions:

1. **What if I forget my Parent email or password?** Click on the "Having trouble signing in" tab to reset your password or user information. Parental accounts are set up by individuals and not issued by your district.

2. **What are the hours that I may use this parent portal?** Planned access to your students information is from 5:00am until midnight 7 days a week.

3. **What if I do not have my students account information?** Your school can provide these details or assist with updating this information if needed.