WRSD

PowerSchool User Guide For Parents

Understanding PowerSchool Parent Portal with Single Sign-On

Introduction

PowerSchool's Parent Portal is a tool integrated into the PowerSchool Student Information System (SIS) specifically designed for parents and students. In order to create your Parent Account, you will need specific information from your student's school. The PowerSchool Parent Portal offers much:

- access to multiple students with one login
- a personalized account for each parent and guardian
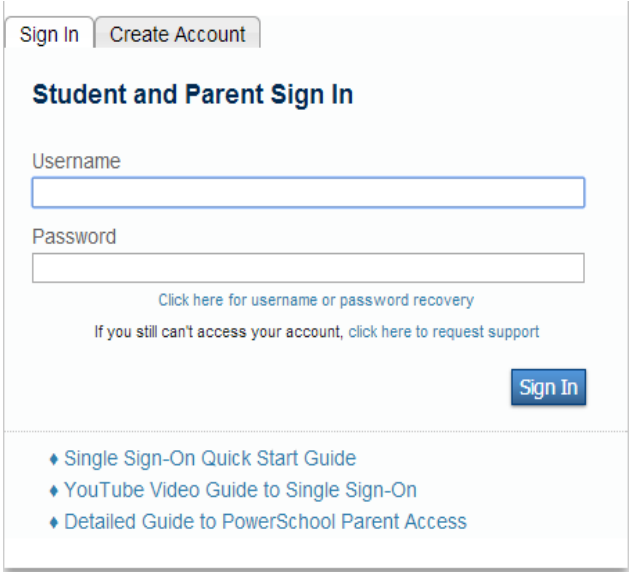- the ability for parents/guardians to retrieve their own login information

Let's Get Started

To get started, you must create your PowerSchool account and attach your students.

Creating your PowerSchool Parent Portal Account

Before you can log into PowerSchool Parent Portal, you will need to create your account and associate students to it. You should have received a letter with your students Access ID and Access Password. These values are needed to attach a student to your account. If you do not have this information or have questions, contact the main office at your child's school.

Note: The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.

Process Steps	Screen Shots
Launch a web browser (Internet Explorer, Safari, Firefox) and go to the PowerSchool Parent Portal URL: https://ps.wrsd.net The bottom of this screen has instructions on how to Create your parent account. To create your parent account, click the Create Account tab and then click the button: **Create Account** and follow the instructions in this manual. Once you have successfully created your account and attached your students, you can just login at this screen with the Username and Password you create.	Sign In / Create Account **Student and Parent Sign In** Username Password Click here for username or password recovery If you still can't access your account, click here to request support **Sign In** ♦ Single Sign-On Quick Start Guide ♦ YouTube Video Guide to Single Sign-On ♦ Detailed Guide to PowerSchool Parent Access

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Creating an account requires 2 steps: creating the actual account and linking students to the account.

Create Account
Enter the following:
- First Name (yours)
- Last Name (yours)
- Email (unique)
- Username (unique) cannot be your email and cannot contain special characters (*, &, $, @)
- Password (must be at least 6 characters long)

Link Students
You must have the student's Access ID and Access Password. Enter the following information:
- Students Name (exactly as given in letter)
- Access ID
- Access Password
- Your Relationship to the student (Mother, Father)

You will need to do this for each student.
Click [Enter] when you are done.

Create Parent Account

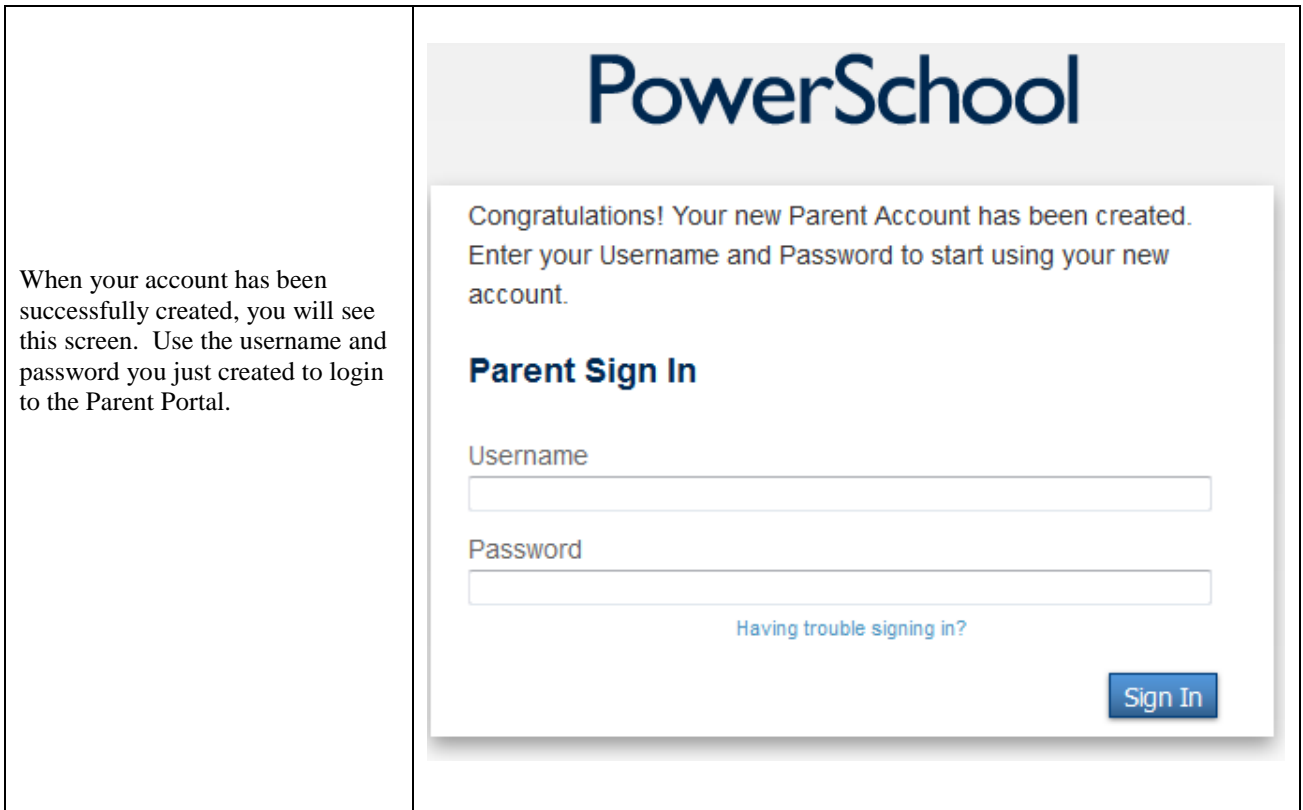|	
First Name	
Last Name	
Email	
Desired Username	
Password	
Re-enter Password	

Password must:
- Be at least 6 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				– Choose
2				– Choose
3				– Choose
4				– Choose
5				– Choose
6				– Choose
7				Choose

[Enter]

When your account has been successfully created, you will see this screen. Use the username and password you just created to login to the Parent Portal.	**PowerSchool** Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account. **Parent Sign In** Username Password Having trouble signing in? Sign In

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Navigation Bar

The Navigation Bar appears at the top of the Parent Portal Start Page and is common to every page.

Bridget Olivia
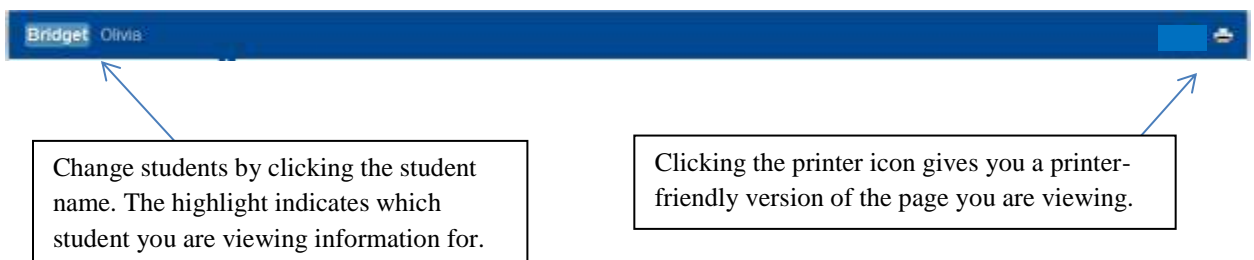
Change students by clicking the student name. The highlight indicates which student you are viewing information for.

Clicking the printer icon gives you a printer-friendly version of the page you are viewing.

Navigation Menu

The Navigation Menu appears on the left-hand side of the Parent Portal and is common to every page. It serves as the central point from which to navigate the pages of the Parent Portal.

Note: The items available on the navigation menu can vary depending on the school. The screen below is an example of some of the more common icons.

Again, the highlight indicates for which student the information will be viewed for. In this case Bridget.

Account Preferences

The Account Preferences page provides you the ability to manage your parent account information. Use this page to change account login information and add/delete student associations. To add additional students to this account, you will need to know the student's Access ID and Access Password. Edit Username or Password by clicking on the 🖉 icon.

Quitting PowerSchool Parent Portal

When finished working in the Parent Portal, it is important that you log out of the application. You can log out of the application from any screen in the Parent Portal.

To logout, click **Sign Out** located in the upper righthand corner of the screen.
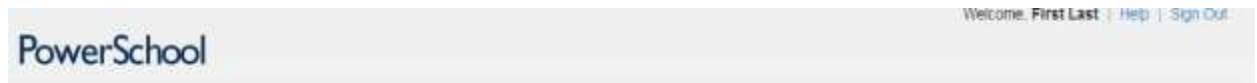
Note: If you are not actively working in the Parent Portal, your session may timeout. If this happens you will need to log back into the PowerSchool Parent Portal.