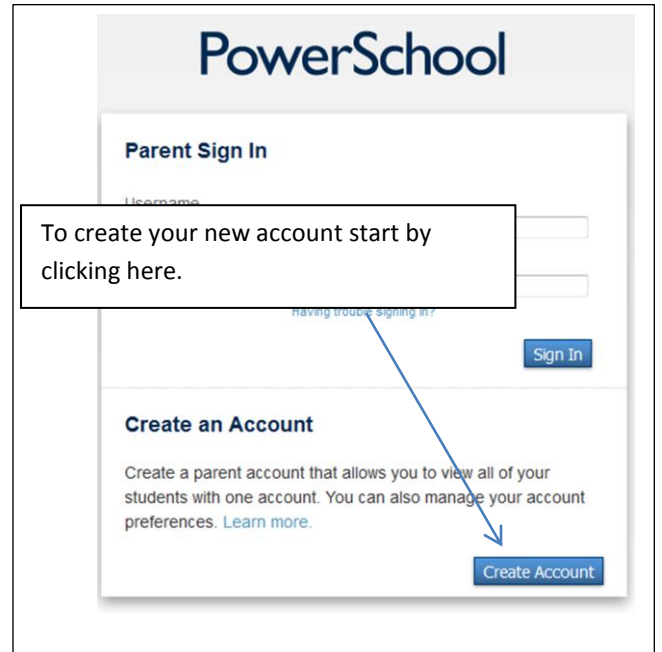


PowerSchool Parent Portal Changes

The Wachusett Regional School District is enabling a new feature in the PowerSchool Parent Portal that allows each parent/guardian to create their own account to access information for all of their students using one login. Parents will be able to create their own username and password, and will be able to automatically recover their password if they forget it.

This feature requires that parents complete a **one-time setup process** that will create this new account and associate each of their students' information with this account. After this has been completed, parents will be able to see the same information they saw previously.

1. Go to <https://ps.wrsd.net>
2. Click the tab labeled **Create Account**
3. On this screen you will need to enter:
 - a. Your First Name
 - b. Your Last Name
 - c. Your Email address
 - d. The username you would like to login to PowerSchool (eg: Jsmith) **Note: username cannot be your email address. It also cannot contain spaces or special characters (eg: @, *). It also cannot be your current Signon Username.**
 - e. The password you would like to setup, must be at least 6 characters
 - f. Re-enter your password
4. Under Link Students to Account, you will need to enter the information exactly as given to you from the school(s)
 - a. Under Student Name enter the First and Last Name
 - b. Access ID – enter Access ID given to you (this is case sensitive)
 - c. Access Password – enter Access Password given to you for this student
 - d. Relationship – this is YOUR relationship to the student
5. When you are done entering your students, click the Enter tab. If all



The screenshot shows the 'Create Parent Account' form. It has the following sections:

- Create Parent Account**: Fields for First Name, Last Name, Email, Desired Username, Password, and Re-enter Password. A note states: 'Password must: •Be at least 6 characters long'.
- Link Students to Account**: A section with the instruction 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. It contains a table with 7 rows and 4 columns: Student Name, Access ID, Access Password, and Relationship. Each row has input fields for the first three columns and a dropdown menu for the Relationship column. An 'Enter' button is at the bottom right.

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

the information was entered correctly, you will be brought back to the sign on page with a message saying that your account was successfully created. You now need to login to your account using the username and password you just created. This screen is similar to the login screen you always saw, with the exception that

you will need see all your student's names in the Navigation bar. Clicking the student name gives you that student's information.