

## **PowerSchool Single Sign-On Instructions**

You can now sign on once and see all of your children's student information in one location.

To set this up, please have your current Parent Portal information **for each student**.

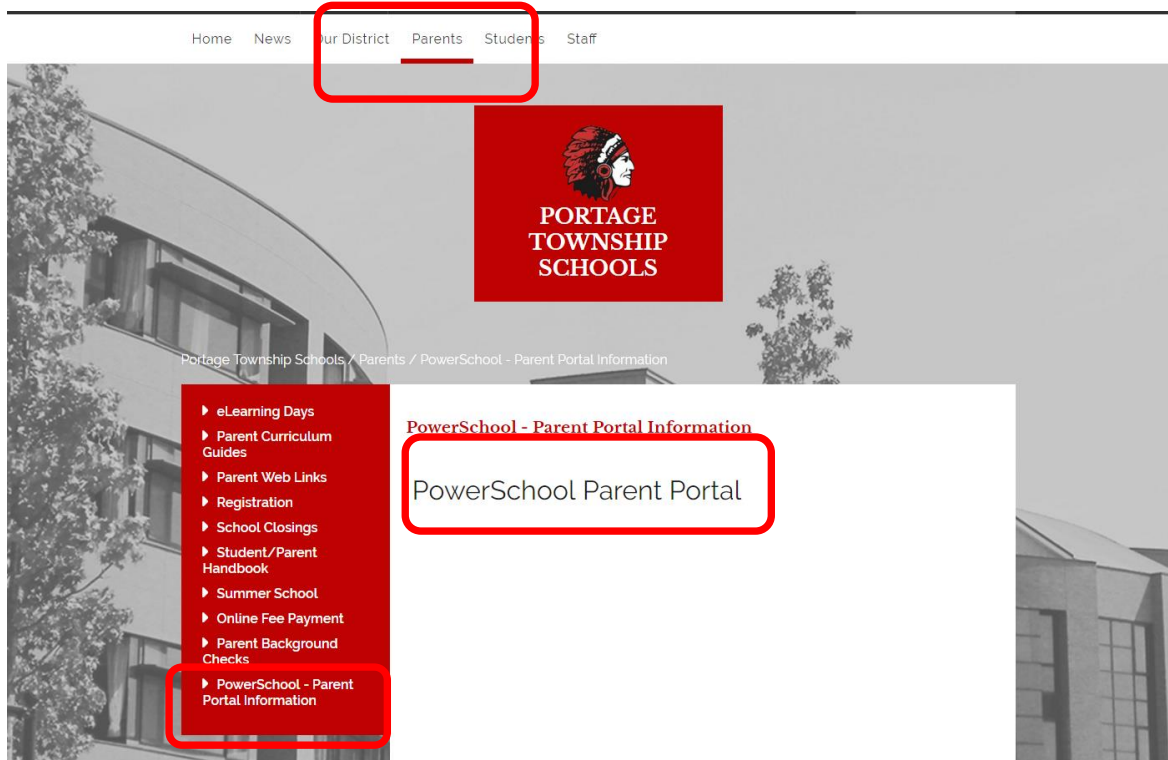
You will need to create a username and a password. Please have a couple of usernames in mind, as the system will not allow duplicates.

Passwords **MUST** be at least 6 characters long. As always, we recommend a mix of letters and numbers. Passwords **ARE CASE SENSITIVE**, so as you are creating your account, please be aware if your Caps Lock is activated.

Please write down your username and password once you have successfully created your account. Keep this in a secure place.

## To Create Your Single Sign-in Account

Go to [www.Portage.K12.in.us](http://www.Portage.K12.in.us). Click on the Parents link at the top of the page. Click on the PowerSchool – Parent Portal Information tab and then click on PowerSchool Parent Portal.



This will bring you to the Parent Portal Sign in screen. Click the Create Account button at the bottom of the screen.

The screenshot shows the PowerSchool 'Student and Parent Sign In' page. It features a dark blue header with the PowerSchool logo. Below the header, there are two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is highlighted with a red arrow. The page includes input fields for 'Username' and 'Password', and a link for 'Forgot Username or Password?'. A 'Sign In' button is located at the bottom right of the form.

To create your account all fields **must be** completed:

Your First Name

Your Last Name

Your Email

A User Name that YOU create (used for signing in)

A password that YOU create (used for signing in). Passwords must be at least 6 characters long. The monitor will tell you how secure your password is.

Re-enter your password.

### PowerSchool

#### Create Parent Account

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Password must:  
•Be at least 6 characters long

Now scroll down to the bottom half of the screen.

To add your students to your account, type in their first and last name.

**FROM YOUR PARENT PORTAL LETTER FOR THIS STUDENT:** type in **YOUR Parent/Guardian**

#### 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.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>

**Confidential ID** in the Access ID field, and **YOUR Parent/Guardian Password** in the Access Password field.

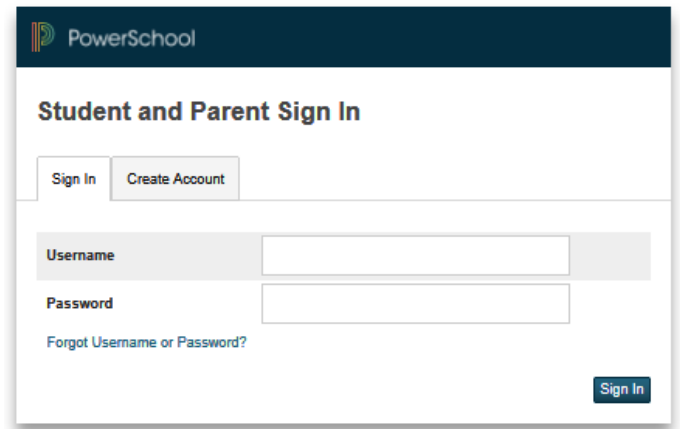
Type in **YOUR** relationship to the student. (Mother, Father, etc)

**IF YOU ARE ADDING MORE THAN ONE STUDENT, YOU MUST HAVE THE PARENT PORTAL INFORMATION FOR EACH INDIVIDUAL STUDENT!**

Repeat for each student.

Once all student information is completed, click the Enter button at the bottom of the screen.

This will bring you back to the log-in screen, where you will now put your **newly created username and password**.

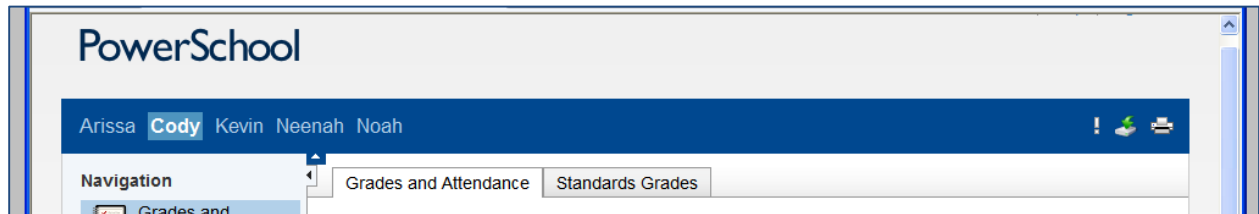


The image shows the PowerSchool login interface. At the top, the PowerSchool logo is displayed. Below it, the heading "Student and Parent Sign In" is centered. There are two tabs: "Sign In" (selected) and "Create Account". The main area contains two input fields: "Username" and "Password". Below the password field is a link that says "Forgot Username or Password?". A "Sign In" button is located in the bottom right corner.














Once you log in, the heading bar lists all of the students linked to this account.

Whichever name is highlighted with the blue box is the student record that you are viewing.

Click the name of the student whose record you would like to review.



There is also a Navigation Bar down the left side of the page that lists the different screens that you may view for each student. **Some screens may not be available for elementary students.**

Navigation	
 Grades and Attendance	Grades & Attendance – Current term summary
 Grade History	Grade History – All previously stored grades
 Attendance History	Detailed attendance <b>for this term</b>
 Email Notification	Email notification preferences may be set for individual students
 Teacher Comments	Teacher comments
 Class Registration	Any classes that have been requested for next year (grades 8-12 only)
 Balance	Balances in student lunch accounts, and any outstanding book rental fees
 Account Preferences	Account Preferences- change user name, password or email address
 Access Logs	Access Logs- keeps track of how long /when you or your student are logged in
 Honor Roll	List every term that student was on the honor roll
 My Schedule	List the student's current year schedule
 Next Years Schedule	High school only, and only after counselors have confirmed student schedule
 School Information	School address, phone number and principal contact information

## I Forgot My Username or Password

If you forget your Username or your Password, click on the "[Forgot Username or Password?](#)" link below the sign in box.

You will come to the Recover Account Sign In Information screen.

If you have forgotten your username, select the "[Forgot Username?](#)" tab, fill in the email address that you used when creating your account. A message will be sent to your email that contains your username.

**"Forgot username and when creating password will be sent to your FOR 30 WITHIN THIS**

**DO THIS AGAIN.** Click on the link in the email, it will take you to a "create a new password" screen. Put in your username and a new password. Re-enter the new password.

**If you have forgotten both username and password, both steps must be completed.**

If you have forgotten your password, make sure you are on the "[Forgot Password?](#)" tab, fill in your email address that you used your account. A link to change your password will be assigned to you and it will be email. **THIS LINK IS ONLY VALID MINUTES, IF YOU DO NOT LOG IN TIME FRAME, YOU WILL NEED TO**