

PowerSchool Users Guide for Parents/Guardians

Introduction

PowerSchool's Parent Portal is a tool specifically developed for parents and students that integrates into the PowerSchool Student Information System (SIS). In previous versions of the application there was a separate login and password for each student requiring a parent to login in multiple times if (s)he had more than one child attending Tri-County. Starting with the 2015-16 school year we will be introducing the new Parent Single Sign-On feature of the application. Parent Single Sign-On offers a number of benefits, including:

- Access to multiple students with one login
- A personalized account for each parent or 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 link your child(ren) to it.

Creating Your PowerSchool Parent Portal Account

Before you can log in to the PowerSchool Parent Portal, you will need to create your account and link your child(ren) to it. You should have received a letter from Tri-County with your child's Access ID and Access Password. This information is needed to link a child to your account. If you do not have this information, contact the Guidance Office at 508-528-5400, x125.

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

Student and Parent Sign In

Sign In

Create Account



Click "Create Account" tab

Username

Password

[Forgot Username or Password?](#)

Sign In

Student and Parent Sign In

Sign In

Create Account

Create an Account

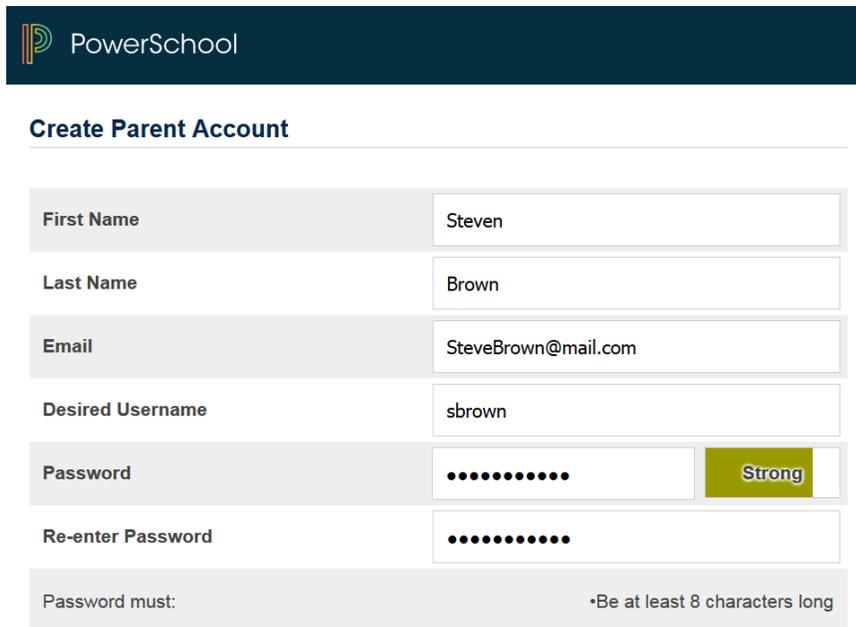
Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

Click "Create Account" button

Create Parent Account

Creating an account requires 2 steps: 1. creating your parent/guardian account and 2. linking student to the account.



PowerSchool

Create Parent Account

First Name	Steven
Last Name	Brown
Email	SteveBrown@mail.com
Desired Username	sbrown
Password	•••••••• Strong
Re-enter Password	••••••••

Password must: •Be at least 8 characters long

Enter the following information:

- **First Name** – *Your first name.*
- **Last Name** – *Your last name.*
- **Email Address** – *Your email address (must be unique).*
- **Username** – *Your desired username (must be unique).*
- **Password** – *Your desired password (must be at least 8 characters).*

If you choose an email address or username that is already in use, the system will alert you when you submit the page and ask you to choose another.

The email address MUST be unique. If Parents/Guardians share the same email address, you should only set up one parent access account and you can only login and access one at a time. If you have different email addresses you can set up another account with that email address.

Your password must be at least 8 characters long. The system will indicate your password strength. Please try to use a password that is "Strong" or "Strongest"



Link Students to Account

This section requires that the information for at least one student be provided. The Access ID and the Access Password should have been provided to you in a separate letter. They are case sensitive and must be entered exactly as indicated in the letter.

Link Students to Account

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

1

Student Name	Justin Brown
Access ID	brown.110497
Access Password
Relationship	Father <input type="button" value="v"/>

2

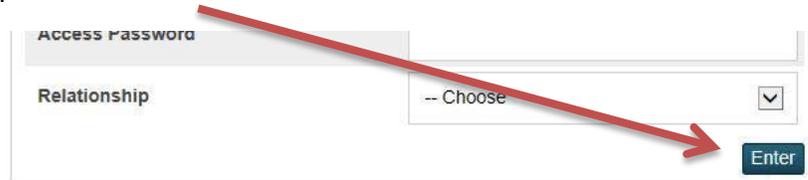
Student Name	Caitlyn Brown
Access ID	brown.021499
Access Password
Relationship	Father <input type="button" value="v"/>

Enter the following information:

- **Student Name** – *The name of the student in "First Last" format.*
- **Access ID** – *The student's Access ID from the PowerSchool Parent Access letter.*
- **Access Password** – *The student's Access Password from the PowerSchool Parent Access letter.*
- **Relationship** – *Your relationship to the student. Choose a value from the drop-down menu.*

Continue adding additional students. You should have received a separate PowerSchool Parent Access letter for each student in your family. The credentials for each student are unique and should be kept private.

When you've finished, press the "Enter" button.



Access Password

Relationship -- Choose

Enter

Account Successfully Created!



Student and Parent Sign In

Sign In

Create Account

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

Username

Password

[Forgot Username or Password?](#)

Sign In

If everything is correct, you will be returned to the sign in screen. Enter your Username and Password you just created to start using your new account.

Common Account Creation Errors

If there are any problems, PowerSchool will indicate the error and ask you to correct the problem. Common errors include: failure to complete all fields, entering an email address or username that is already associated with another account, or entering an incorrect student access ID or password.

Remember that access ID's and password are case sensitive; please enter them exactly as indicated in the letter.

When an entry error occurs, you will need to re-enter any information that was not entered correctly. Also, for security reasons, you will need to re-enter all passwords.

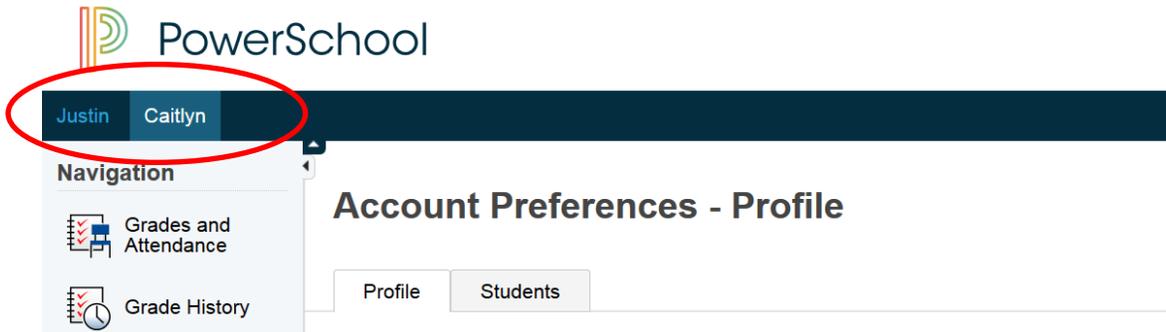
An example of what will appear if there is a data entry error.

Create Parent Account

 You must enter all required values

Switch Students

Once you've signed-in to the PowerSchool Parent Portal, you can easily switch between the students in your family. A button will appear in the upper-left corner of the screen for each student that has been linked to your account.



Forgot Your Password?

If you forget your password, you can request a password reset from the system at any time. Just click the "Having trouble signing in?" link on the Parent Sign-in page.

A screenshot of the PowerSchool "Recover Account Sign In Information" form. The form is titled "Recover Account Sign In Information" and features two buttons: "Forgot Password?" and "Forgot Username?". Below these buttons, a message states: "To recover your account sign in information, provide the information below." The form contains two input fields: "Username" and "Email Address". An "Enter" button is located at the bottom right of the form.

Fill in your Username and Email Address. The system will authenticate your information and send you a security token with instructions on how to re-set your password.

It is important to note that the security token sent is only good for 30 minutes. If you do not re-set the password in the allotted time, you will need to repeat the process.