# How to set up your PowerSchool Parent Account

Enclosed in this package is a letter with a username and password for both you and the student whose name is on the letter. Students, since they only need to access their own information, can log in to the website directly with the username and password on this letter. Parents and guardians, since many of them have to access the information from more than one student, need to set up their own account and associate one or more student accounts with it. This set of instructions will show you how do that.

- First using the web browser of your choice navigate to <pics.powerschool.com>.
- You should see a dialogue box like the one below on the screen. This is where students can enter the usernames and passwords associated with them on the letter you received.
- Parents or guardians need to click on the 'Create Account' tab (1)
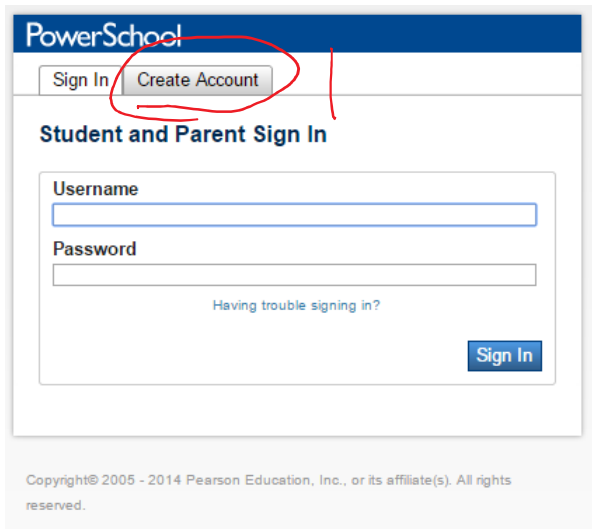
- Next click on the 'Create Account' button (2).
- This will bring up a new page with a form that you will use to set up your parent account.
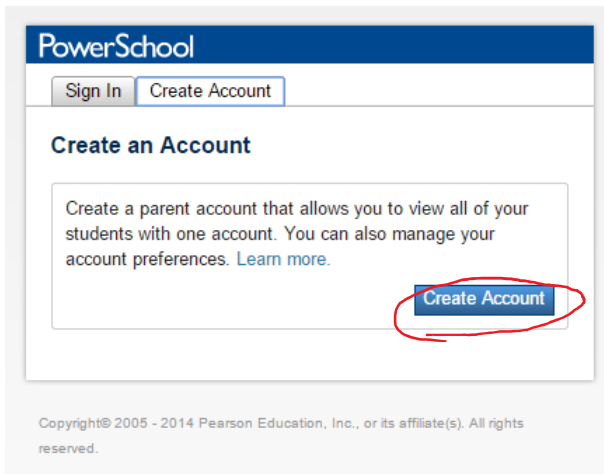
- Your next step is to fill out this form. At the top of the form enter your own information including the username you would like to use and a password that meets PowerSchool's complexity requirements.
- Under the heading 'Link Students to Account' fill in the information relevant to each of the students for whom you've received a Parent Portal access letter.
    - Student Name (3): Enter the student's name here.
    - Access ID (4): Enter the confidential ID on your portion of this student's Parent Portal access letter. Do not enter the student's confidential ID found at the bottom of the letter.
    - Access Password (5): Enter the password from the parent portion of the student's letter here.
    - Relationship (6): Select your relationship to this student, most likely Father or Mother.

PowerSchool

Create Parent Account

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

Password must:
• Be at least 6 characters long
• Contain at least one uppercase and one lowercase letter
• Contain at least one letter and one number
• Contain at least one special character

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	
Access ID	
Access Password	
Relationship	-- Choose ▼

2

| Student Name | |

- Once you've entered the information for all of the students you need to associate with your account you can hit the enter button(7) at the bottom of the page.
- Then you can go back to the initial sign-in page (pics.powerschool.com) and sign in with your new username and password

7

Student Name	
Access ID	
Access Password	
Relationship	-- Choose ▼

Enter