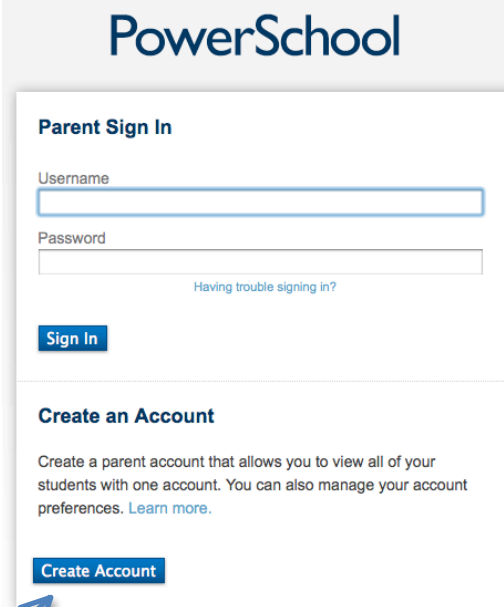


PowerSchool Parent Portal Access - Account Setup Instructions

PowerSchool allows parents to create a single sign on account where they can add and then view all their student's information in their single login account (even if the students attend different schools). When a parent's single sign on account is created, an access code and password for each student must be entered. These codes will be provided to you from your child's attending school for each of your children.

Please follow the instructions below carefully to create and link your students to your account.

1. Access the Parent Portal at <https://archchicago.powerschool.com/public/>
The following screen will appear:



The screenshot shows the PowerSchool Parent Sign In and Create Account page. The page has a grey header with the PowerSchool logo. Below the header is a white box containing the sign in and create account options. The sign in section has fields for Username and Password, a Sign In button, and a link for 'Having trouble signing in?'. The create account section has a Create an Account heading, a paragraph of text, and a Create Account button. A blue arrow points to the Create Account button.

2. Click on the "Create Account" button and you will be directed to the account creation screen, seen on the next page.

PowerSchool

Create Parent Account

First Name: John
 Last Name: Doe
 Email: jdoe@comcast.net
 Desired Username: jdoe253
 Password: [masked] Better
 Re-enter Password: [masked]

New 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. Katie Doe	DOE351	[masked]	Father
2.			--- Choose
3.			Father
4.			Mother
5.			Grandfather
6.			Grandmother
7.			Aunt
			Uncle
			Brother
			Sister

			Adopted daughter
			Adoptive parent
			Adopted son
			Brother, half
			Brother, step
			Cousin
			Daughter
			Father, foster
			Father, step
			Friend

Enter

In the Create Parent Account portion of this form enter the following information:

Your First Name:

Your Last Name:

Your Email Address: **The email address must be unique. If Parent/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.**

Desired User Name: **Enter your choice, no apostrophe's or email addresses - must be in lower case letters.**

Password: **Again, enter your choice- must be at least 6 characters and all lowercase.**

Re-Enter Password: **Re-enter the same password to verify.**

PowerSchool

Create Parent Account

First Name: John
 Last Name: Doe
 Email: jdoe@comcast.net
 Desired Username: jdoe253
 Password: [masked] Better
 Re-enter Password: [masked]

New 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. Katie Doe	DOE351	[masked]	Father
2.			--- Choose
3.			Father
4.			Mother
5.			Grandfather
6.			Grandmother
7.			Aunt
			Uncle
			Brother
			Sister

			Adopted daughter
			Adoptive parent
			Adopted son
			Brother, half
			Brother, step
			Cousin
			Daughter
			Father, foster
			Father, step
			Friend

Enter

This is where you will setup access to ALL your students.

- Enter the Name of each Student you wish to associate with.

- Enter the Access ID and Access Password you were given from your child's school. **NOTE: the access ID and access password must be entered exactly as it appears on the form provided by the school.**

- Select the relationship you are to the student.

NOTE: Should you enter something incorrectly, when you hit Enter, the Edit checks will catch the error; but unfortunately, also blank out many of the fields you have entered. You must re-enter the information in it's entirety before the record is created.

3. Click **Enter** when you have completed entering all the information for your student and you will receive a confirmation that your account was created and you are ready to login. If you do not have all your student's access information at this time, you are able to add students after the account is created.