

# PowerSchool Parent Portal Access - Account Setup Instructions

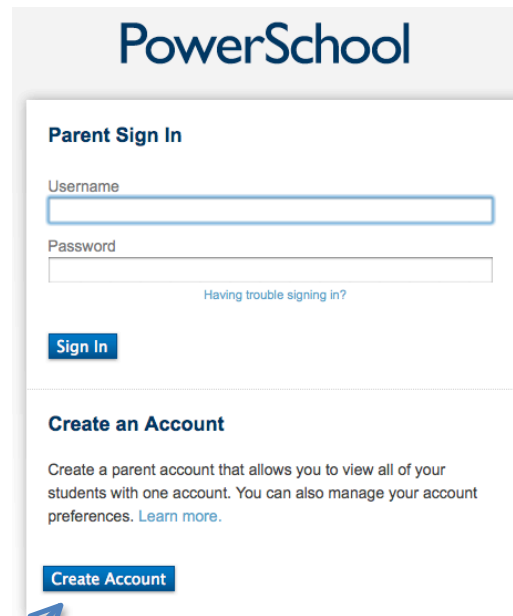
Previous to the 2011-2012 school year, parents were issued individual usernames and passwords for each of their children in order to access their children's information via the PowerSchool Parent Portal. This made PowerSchool access for parents with multiple enrolled students rather cumbersome.

The latest update to 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 note: currently, only WMS and WHS students have access to the parent portal.

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

**IMPORTANT: Once your account is created and you successfully log in, you will not see your student's information until Parent Access has been enabled. That is typically done around the time your child's school has its open house scheduled each year.**

1. Access the Parent Portal at <http://powerschool.windhamsd.org>. There are links on the district and school websites as well. The following screen will appear. Please note: *Your "Old" username and password from last year will not work if you attempt to enter them in the "User Name" and "Password" fields.*



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 'Parent Sign In' section with 'Username' and 'Password' input fields, a 'Sign In' button, and a 'Having trouble signing in?' link. Below that is the 'Create an Account' section with 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 page seen below:

**PowerSchool**

**Create Parent Account**

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

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	.....	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.**

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**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. This year, it's the same username and password you used last year. **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.

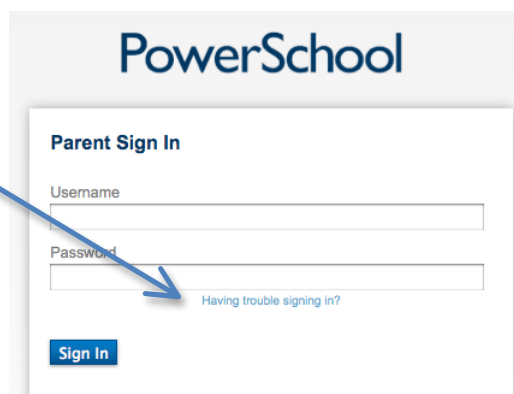
## What if you forget your login information?

On the login page click on **Having Trouble Logging in?**

### If you forgot your Password:

- Fill in your Username
- Fill in your Email Address
- Click Enter

The system will authenticate your information and send you a Security Token with instructions on how to re-set your Password to the Email address listed.

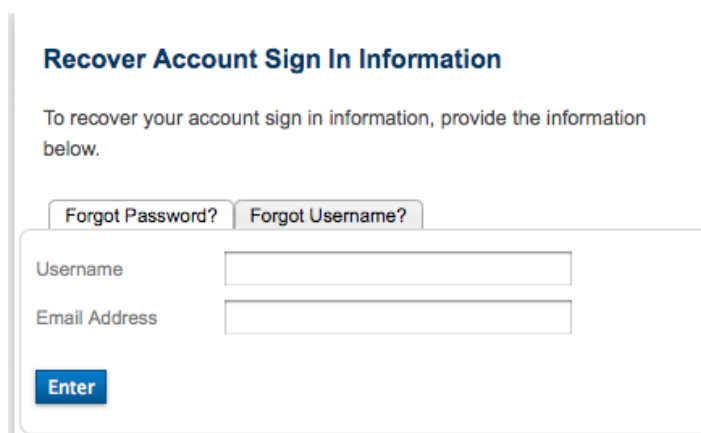


**It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to re-set the Password in that allotted time, you will need to repeat the process.**

### If you forgot your Username:


- Click on the Forgot Username? tab
- Enter your Email Address
- Click Enter

The system will authenticate your information and send you an Email listing your Username.



## How to Add a Student to Your Parent Account

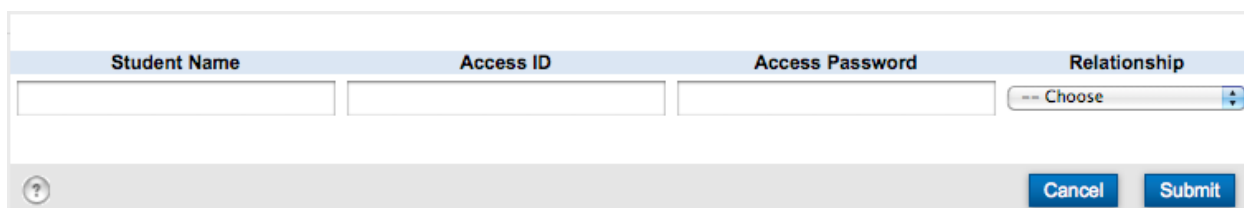
Use this procedure to add one or more students to your parent account. You will need an Access ID and Access Password which was provided to you by your child's school.

On the start page, click on the  **Account Preferences** link from the navigation menu on the left. The Account Preferences – Profile page appears.

Click the **Students** tab.

On the Students tab, click the  icon to add a student to your parent account.

The Add Student dialog appears.



Enter information in the following fields listed in the table:

**Note:** The **Cancel** and **Save** buttons appear shaded until information is entered.

<b>Field</b>	<b>Description</b>
Student Name	Enter the first and last name of the student you want to add to you account. <b>Note:</b> Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.
Access ID	Enter the unique access ID for the student provided to you from your child's school.
Access Password	Enter the unique access password for the student provided to you from your child's school.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

Click **Submit**. The Add Student Dialog closes. The newly added student appears under **My Students**. Additionally, an account changes confirmation email is sent to your email address.