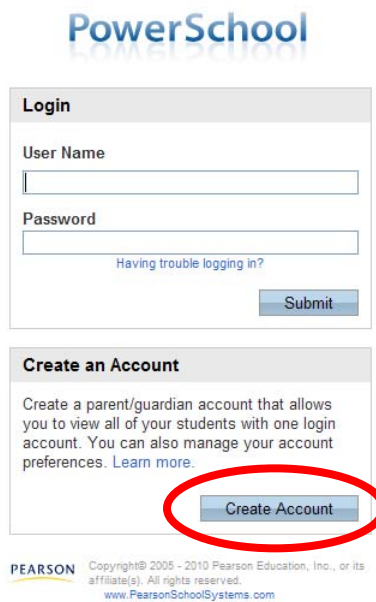


CREATING AN ACCOUNT FOR PARENT SINGLE SIGN-ON

Before you begin make sure you have received your confidential Access ID and Password assigned to you for each child, issued by the school.

All parent/guardians will be required to **create an account** to initialize new access to PowerSchool.



The image shows the PowerSchool login and account creation interface. At the top, the "PowerSchool" logo is displayed in blue. Below the logo is a "Login" section with a "User Name" input field, a "Password" input field, a "Submit" button, and a link for "Having trouble logging in?". Below the login section is a "Create an Account" section with a paragraph of text explaining the account's purpose and a "Create Account" button. The "Create Account" button is circled in red. At the bottom left is the "PEARSON" logo, and at the bottom right is the copyright information: "Copyright© 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com".

Click the **“Create Account”** button.

The following screen will open:



Create Parent/Guardian Account

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

Link Students to Account

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

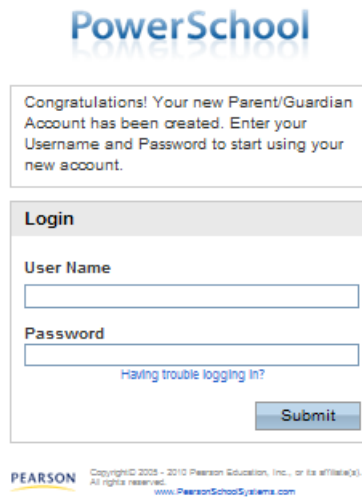
Student Name	Access ID	Access Password	Relationship
1. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
2. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
3. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
4. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
5. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
6. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
7. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>

The first section on this page, **“Create Parent/Guardian Account”** requires you to enter the following information to establish the parent/guardian account: your First Name, Last Name, and Email Address (one only). Enter a unique User Name and a Password. The Password must be at least 6 characters. Re-Enter the Password.

The second section on this page, **“Link Students to Account”**, requires you to enter the following information for at least one student: Student Name (first and last name), Access ID (the parent/guardian’s previous ID), Access Password (the parent/guardian’s previous password), and select your relationship to the student. **Enter the ID and Password in these fields as they appear on your letter. These are case sensitive on this screen.**

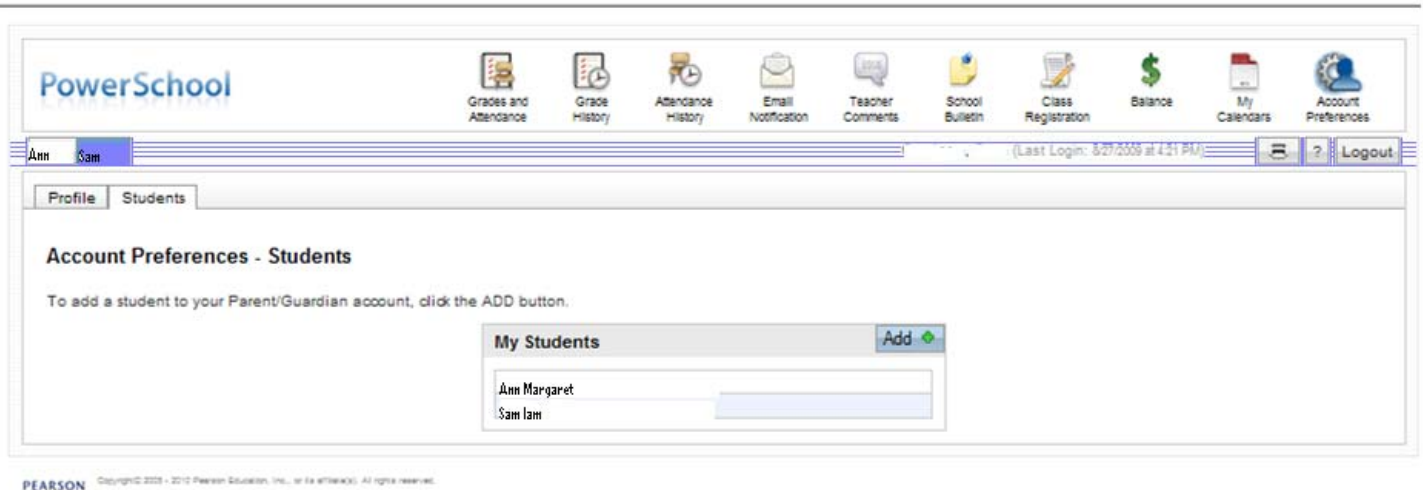
Parents/guardians may enter the information for up to seven students when initially establishing their account. After entering the information for all your students, click “Enter”.

The following screen will appear and you are ready to enter your newly created username and password: PowerSchool for all your students with one login.




The image shows the PowerSchool login page. At the top is the PowerSchool logo. Below it is a message box that says: "Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account." Underneath is a "Login" section with two input fields: "User Name" and "Password". There is a "Submit" button at the bottom right of the login section. A link "Having trouble logging in?" is located below the password field. At the bottom of the page is the Pearson logo and copyright information: "Copyright © 2008 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com".

If you need to add additional students you may do so after establishing the account by logging in and navigating to **Account Preferences** and click the **Students** tab. Each of your students' names will show side by side on the Navigation Bar below the icons linking you to available functions in the PowerSchool Parent Portal. Click the student's name to view that student's information.



The image shows the PowerSchool "Account Preferences - Students" page. At the top is the PowerSchool logo. Below it is a navigation bar with icons for: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, My Calendars, and Account Preferences. Below the navigation bar is a user profile bar showing "Ann Sam" and a "Logout" button. The main content area has two tabs: "Profile" and "Students". The "Students" tab is selected. Below the tabs is the heading "Account Preferences - Students" and a message: "To add a student to your Parent/Guardian account, click the ADD button." Below this is a "My Students" section with an "Add" button and a list of student names: "Ann Margaret" and "Sam Sam". At the bottom of the page is the Pearson logo and copyright information: "Copyright © 2008 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved."

Click the Help icon  for further assistance in using PowerSchool's Parent portal.