PowerSchool Single Log-In for Parents

As of July 26, 2013, <u>All Parents/Guardians</u> must create a NEW PowerSchool Access Account. Every Parent/Guardian can have his/her own separate account. Parents will now be able to link all students in the family to a single account.
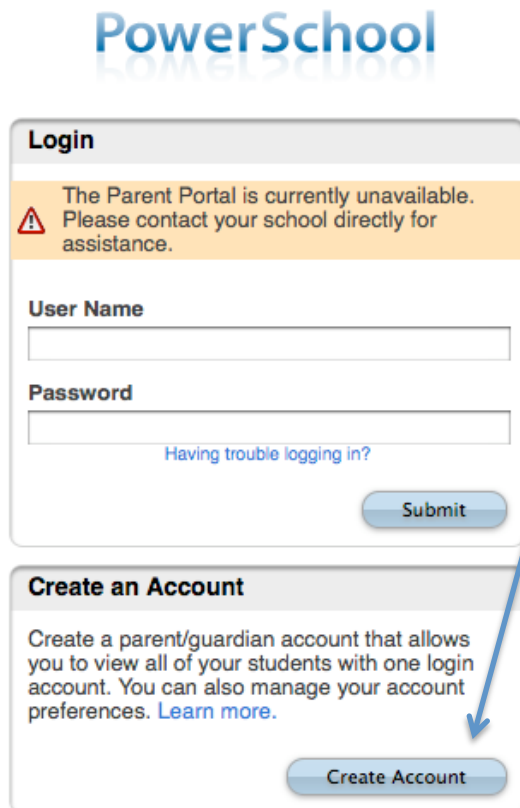
To attach students to your account, you will need <u>Access IDs and Access Passwords</u> for each student. These will be provided by letter at enrollment or can be requested at your students' school office.

For your convenience you can watch this YouTube video or the use the written instructions below:

PowerSchool - **Parent Access** Setup - YouTube
www.youtube.com/watch?v=Yk9UBBJ4BP8

Connect to PowerSchool using the link PowerSchool link in the blue menu bar at www.usd417.net school website or go to https://usd417.powerschool.com/public/pw.html. Bookmark this url for future reference.

CREATE ACCOUNT

Select "Create Account" on the lower part of the screen. To create a new account fill in YOUR first name, last name, email, desired username, and password. Only you, the user, can see this password. Record it in a safe place now. School staff will not be able to retrieve your password. PowerSchool provides a link to enter your email in order to retrieve forgotten passwords.

A unique email and password is required for each PowerSchool Parent Access Account.

At the bottom of this page, it will say, "Link Students to Account"

LINK STUDENTS TO SINGLE ACCOUNT

Fill in each Student's name, Access ID, Access Password, and your relationship to the student (mother, father, etc.) Access ID's and Access Passwords are available from your student's school office and/or at enrollment. Hit "enter" at the bottom right of your screen.

You will now be able to access the students you entered using your NEW username and NEW password.

Selecting from Multiple Students

Each student will have a "Tab" at the upper left-hand corner of the page once you are signed-in to your account.

Linking students to a Previously Created Account

Log-in using the Username and Password that you have created. It will bring up the "Grade and Attendance" screen for the first student in your list.

Choose "Account Preferences" at the bottom left of this screen. This will bring up a "Profile" screen. Directly to the right of the "Profile" tab, you will see the "Students" tab. On the "Students" screen it will list those students whom you have permission to access and to the far right there is a abar that says, "Add+" which you may use to add another student. **

* Access IDs and Access Passwords are case-sensitive.

**You will always need the requested student's original Access ID and Access Password in order to add them to your account.

FAQ's

1. **Does my student now have to use my Parent Log-In to access PowerSchool?**

Answer: No. The student may continue to use his/her own Username and Password to access just his/her own PowerSchool information.

2. **I cannot remember the Parent Log-In Username and/or Password that I created. Does the District have this information?**

Answer: No. USD 417 does not know the password that you create. Please keep this information somewhere safe for your own reference. If you cannot remember them, PowerSchool does provide a link on the log-in page where you can enter the email address you listed when creating the account and will send the information to that email address.

3. **Can my husband and I each have our own Single Log-In for Parents Account?**

Answer: Yes. You can each create your own account independent of one another.

4. **Does this mean anyone can access my student's account?**

Answer: No. Generally speaking, only parents/guardians will be given the student's private Access ID and Access Password, which is necessary to add a student to your account. There may be special circumstances whereby another person is requested by the student's parents for guardians to be allowed access to a student's information. If you have any questions about allowing someone other than the parents and/or guardians listed on the student's enrollment sheet to have access, please contact USD 417 to request this. The District observes the rules of the Federal Educational Rights and Privacy Act.

5. **Which Username and Password do I use as my Access ID and Access Password in order to properly link my students to my new Parent Account?**

Answer: The Access ID and Password necessary for linking your students to your Parent Account will be available at enrollment or upon request through your school's office secretary.

--NOTE: once you have entered the Access ID and Password and you have successfully linked your student, you will no longer need these numbers. The student will remain listed under your Parent Account indefinitely.--

6. **Will my Username and Password on my Parent Account change each year?**

Answer: No. The Parent Account will remain accessible through the Username and Password that the parent created. You may change your Username or Password at anytime by choosing "Account Preferences" and selecting the editing tool.

ALL PARENTS will be required to create a NEW Account for the 2013-14 school year. Old accounts are no longer accessible.