After the Parent Portal Single Sign-on feature is enabled in PowerSchool, the initial login procedure will change for parent/guardian users. A user will navigate to the Parent Portal login page as they normally would, however, with the Single Sign-on feature enabled the Username and Password boxes will not function as they previously did.

If a user attempts to enter their old Username and Password to login, they will receive an "*Invalid Username or Password!*" message.

Parent Sign In

⚠ Invalid Username or Password!

Instead a user must click the ***Create Account*** button that appears on the screen. When they do so, the **Create Parent Account** screen will appear. On this screen, the user will enter information required to set up access to the new account, including a new Username and Password. They will also identify their children in the district whom they wish to access through Single Sign-on.

PowerSchool

Parent Sign In

Select Language
English

Username

Password

Having trouble signing in?

Sign In

Create an Account

Click the **Create Account** button to begin the process of setting up an account and linking a student(s) to it.

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more.

Create Account

Creating a New Account

The **Create Parent Account** screen will require the user to enter some basic information about the account. The screenshot below illustrates how the screen is completed:

User enters their First & Last names in the boxes provided.

User enters their email address.

Enter the desired Username. This will be used for signing in.

The user will need to create a new password. As they type, the password strength will be indicated as Weak, Better, or Strong. Additionally, if Password Management is enabled, the user may have to follow specific district-defined requirements for creating the new password.

PowerSchool

Create Parent Account

First Name	Errol
Last Name	Garner
Email	egarner@yahoo.com
Desired Username	Dad
Password	••••••••	Better
Re-enter Password	••••••••

Password must:
•Be at least 1 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.	Justin Garner	jgarner	•••••	Father
2.	Sarah Garner	sgarner	•••••	Father
3.				-- Choose
4.				-- Choose
5.				-- Choose
6.				-- Choose
7.				-- Choose

Enter

Lastly, the user will need to link their students to the new account. They will enter the names of their children in the boxes provided. In the **Access ID** and **Access Password** boxes, they will enter the **OLD** login information they used previously to access the Parent Portal before Single Sign-on was implemented. This is required to link the new account to each student. Finally, select a **Relationship** the new user account holder has with each linked student.

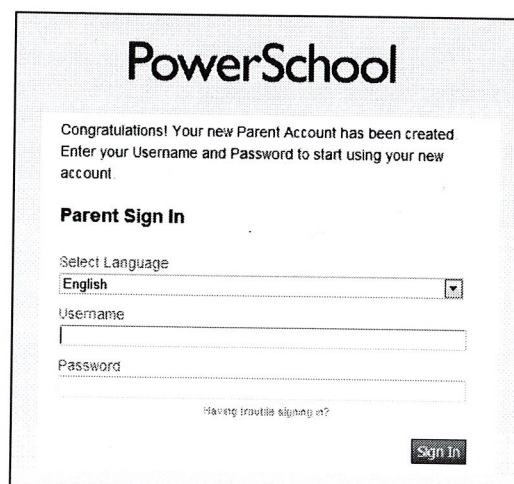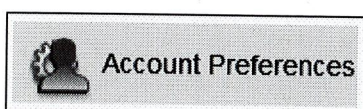Click the **Enter** button to complete the account setup.

Using the New Account

Once an account is successfully created, the user will be returned to the Parent Portal login screen where a message will display indicating they were successful.

The user will now enter their newly-created Username and Password to log into the Parent Portal.

After logging in, the names of the linked students will appear in the upper left corner of the screen. By clicking the names, the user may toggle between students.

To make any changes to the account, or to add additional students to the account the user can click on the **Account Preferences** icon.

PowerSchool

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.
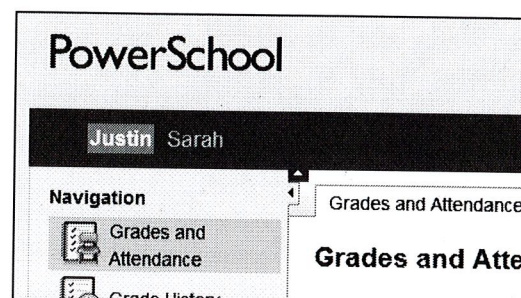
Parent Sign In

Select Language

English

Username

Password

Having trouble signing in?

Sign In

PowerSchool

Justin Sarah

Navigation

Grades and Attendance

Grades and Attendance

Grade History

Grades and Atte

Account Preferences
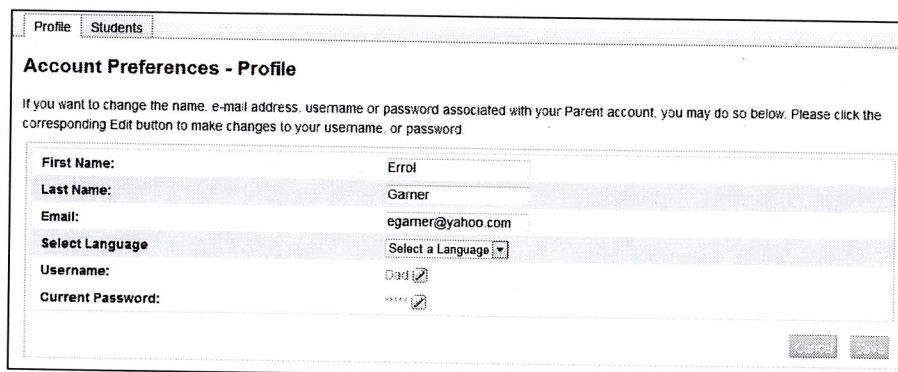
The **Account Preferences** screen contains two tabs: **Profile** and **Students**. User access information may be added using the **Profile** tab. Additional students may be added from the **Students** tab.
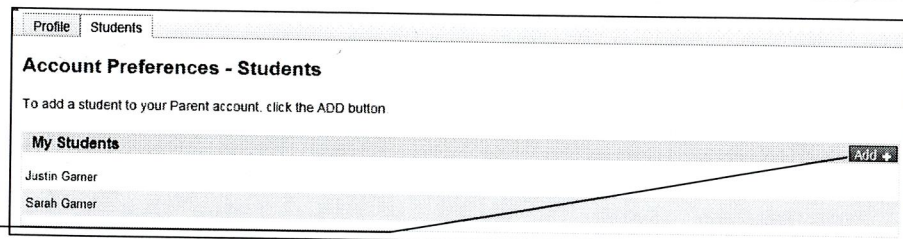
Profile | Students

Account Preferences - Profile

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name:	Errol
Last Name:	Garner
Email:	egarner@yahoo.com
Select Language:	Select a Language
Username:	Dad
Current Password:	*****

When adding a new student to the account, the user must have a district-provided Access ID and Access Password.
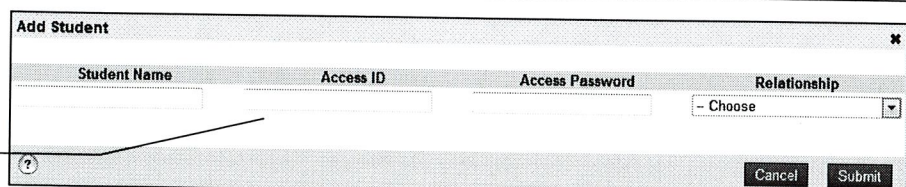
Profile | Students

Account Preferences - Students

To add a student to your Parent account, click the ADD button

My Students

Add +

Justin Garner

Sarah Garner

Click the ***Add*** button to add a student to the account.

Add Student   ✖

Student Name	Access ID	Access Password	Relationship
			– Choose

Cancel | Submit

Enter the required information to link the new student.