

Create Parent Account

Use this procedure to create a new parent account. In order to create an account, you must have the Access ID and Password for at least one student enrolled in school. When creating the account, you will need the Access ID and password for each student you want to associate to your parent account. If you do not have this information or have questions, contact your school.

Note: Only applicable if self-registration is enabled for your school.

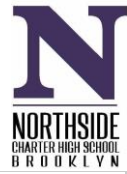
1. Open your Web browser to your school's PowerSchool Student and Parent portal URL. The Student and Parent Sign In page appears.
2. Click the **Create Account** tab. The Create Account page appears.
3. Click **Create Account**. The Create Parent Account page appears.
4. Use the following table to enter information in the Create Parent Account section:

Field	Description
First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address. The email address you enter is used to send email notifications , including select information, as well as account recovery notices and account changes confirmations.
Re-enter Email	Enter your email address again. Note: Email addresses must match.
Desired Username	Enter the username you would like to use when signing in to the PowerSchool Student and Parent portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name.
Password	Enter the password you would like to use when signing in to the PowerSchool Student and Parent portal. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements.
Re-enter Password	Enter your password again exactly as you entered it in the above field.

5. Use the following table to enter information in Link Students to Account section:

Field	Description
Student Name	Enter the first and last name of the student you want to add to your account.

TECH TIP



	Note: 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 parent. Note: If you do not have this information, contact your school.
Access Password	Enter the unique access password for the parent. Note: If you do not have this information, contact your school.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu. Note: The relationship selected during account creation is for your reference only and is not displayed/used in the PowerSchool admin portal.

6. Click **Enter**. Your new PowerSchool account has been created and is pending verification.
7. Check your email for a PowerSchool Account Email Verification message.
8. Click the link within the email to sign in to your PowerSchool account within 24 hours of receiving the message. The Student and Parent Sign In page appears.
Note: If the link has expired, you can request a new link be emailed to you.
9. Enter your **Username** and **Password**.
10. Click **Sign In**. You can now start using your new account.