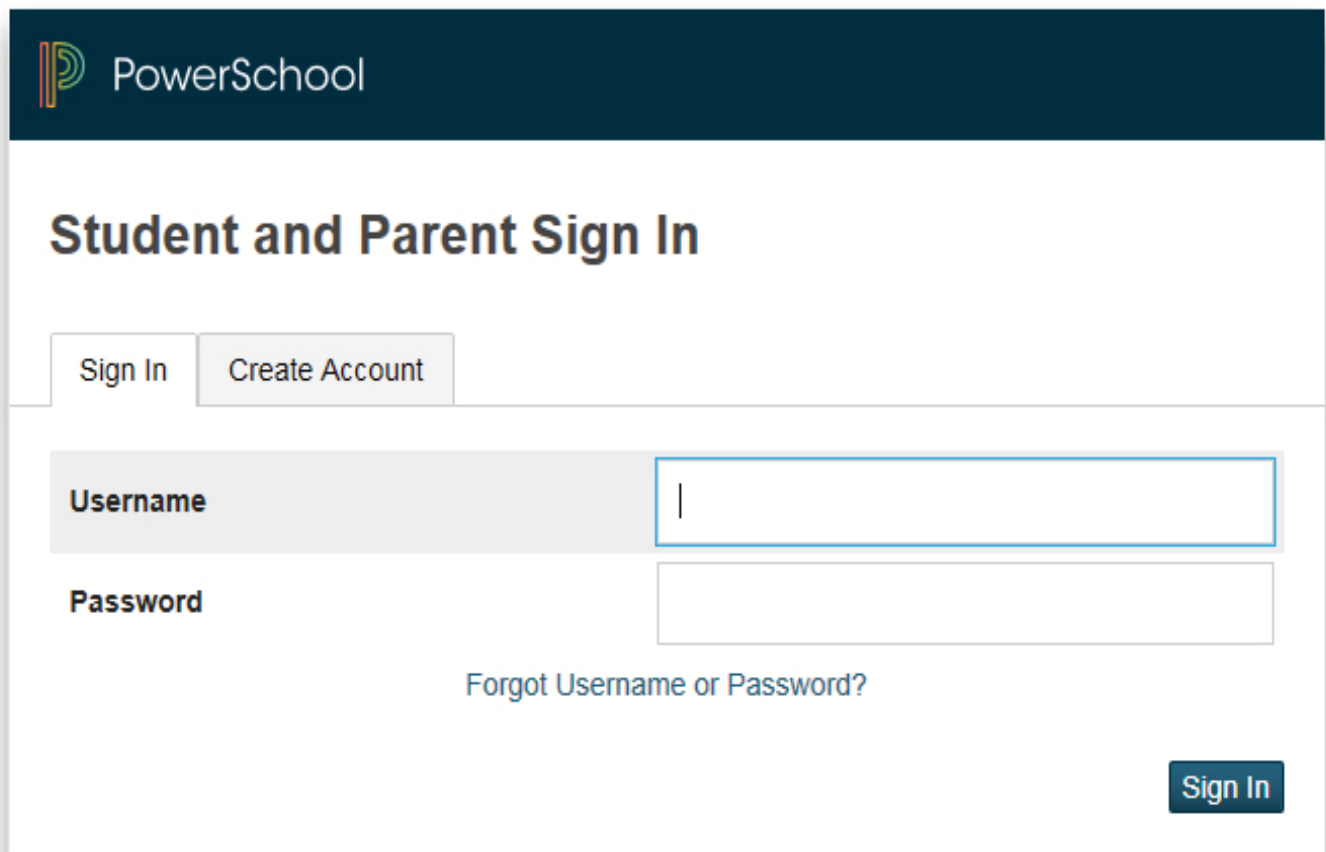


Parent Portal Single Sign-On Access

Parent View

PowerSchool now has a single sign-on for parents. This means that parents can have one login to access all of their children's grades and attendance in one place. Also, parents and guardians will no longer have to share logins as each parent or guardian can setup his or her own unique login and password.

YOU WILL HAVE TO CREATE A NEW USER ACCOUNT THE FIRST TIME YOU ACCESS THE PARENT PORTAL.



The screenshot shows the PowerSchool login interface. At the top is a dark blue header with the PowerSchool logo. Below the header, the title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" (active) and "Create Account". The "Sign In" tab contains a "Username" label and a text input field, a "Password" label and a text input field, and a "Forgot Username or Password?" link. A "Sign In" button is located at the bottom right of the form area.

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1. The Login screen can be found at <https://usd434.powerschool.com/public/>
2. The first time you access the system choose the Create Account button

The screenshot shows the 'Create Parent Account' form in the PowerSchool system. The form is divided into two main sections: 'Parent Account Details' and 'Link Students to Account'. The 'Parent Account Details' section includes input fields for First Name, Last Name, Email, Desired Username, Password (split into two boxes), and Re-enter Password. A note below these fields states 'Password must: •Be at least 6 characters long'. The 'Link Students to Account' section contains a table for adding students. The table has a header row with the instruction 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. The first row is numbered '1' and contains input fields for Student Name, Access ID, Access Password, and a dropdown menu for Relationship (currently set to '-- Choose').

Parent Account Details			
First Name	<input type="text"/>		
Last Name	<input type="text"/>		
Email	<input type="text"/>		
Desired Username	<input type="text"/>		
Password	<input type="text"/>	<input type="text"/>	
Re-enter Password	<input type="text"/>		
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			
1	Student Name	Access ID	Access Password
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Relationship	<input type="text" value="-- Choose"/>	

The Create Parent/Guardian Account Screen will display.

1. You **MUST** have **YOUR** Access ID and Access Password for the students you are requesting access to create an account. Previously this was called your User Name and Password.
2. To create the Account fill in the following information
 - a. First Name
 - b. Last Name
 - c. Email Address
 - d. Desired User Name – **Must be Unique**. If the user name you are requesting is in use, an error will occur and you will have to pick another user name
 - e. Password – Must be at least 8 characters in length. The system will check for the strength of your password as far as security.
 - f. Re-enter password – to make sure you entered it correctly.

Link Students to Accounts

1. Enter your student's full name. Enter First Name then Last Name. If the name is not entered as it is in PowerSchool, an error will occur at the time you save it.
2. Enter YOUR Access ID (this can be found in the letter given to you at enrollment.)
3. Enter YOUR Access Password (this can be found in the letter given to you at enrollment.)
4. Relationship – From the drop down, enter your relationship to the student.
5. Continue the Link Students to Accounts process until you have linked all your students to your new account.

Forgotten Username or Passwords

1. If you forget your username or password, the system will email it directly to the email address on file. The school office will no longer be able to assist in the recovery of passwords.

Lunch balances now can be found in PowerSchool

The balance will be updated on a daily basis.

If you have any issues setting up your parent account - please don't hesitate to contact us!