

How to create a Single Sign-On (SSO) Parent Account

1. Select STUDENT RESOURCES from district homepage
2. Select POWERSCHOOL FOR STUDENTS.
3. On the STUDENT AND PARENT SIGN IN screen, select the CREATE ACCOUNT tab to establish your own parent account. Complete the Parent Account Details section. All fields in this section are required, and include the following:

First Name

Last Name

Email (*must be unique*)

Desired User Name (*must be unique*)

Password (*must be at least 6 characters*)

Re-enter Password

The second section on the page, *Link Students to Account*, requires that the information for at least one student be provided. Parents may enter information for up to seven students when initially creating their account. All fields in this section are required, and include the following:

Student Name: Use student's first name, nickname or any name you wish to identify student.

Access ID: Use the username you used to access your student's records last year. If you are new to the district or you forgot username, please contact the school office for assistance.

Access Password: Use the password you used to access your student's records last year. If you are new to the district or you forgot password, please contact the school office for assistance.

Relationship: Select YOUR relationship to student from the drop down menu (i.e. mother, father, guardian, etc).

****Error will occur if you select son or daughter****

Once you enter all of your students, click on ENTER at the bottom of screen.

4. Return to the STUDENT AND PARENT SIGN IN screen, select the SIGN IN tab and use your newly created username and password. Now each student's records may be accessed by simply clicking on their name.

Steps for Viewing Your Child's IEP Progress Reports

1. Log into your PowerSchool account after completing the above steps
2. Click the "Grades and Attendance" link on the left side of the screen
3. Click on the first icon that is displayed at the top right of the screen (the icon is a square with an arrow going through it)
4. Click on the "Special Services" link on the right side of your screen
5. Click on your child's special services document(s)