PowerSchool Parent Portal User Guide

PowerSchool 7.x
Student Information System

ALWAYS LEARNING

PEARSON

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This edition applies to Release 7.5 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Preface

Use this guide to assist you while navigating the PowerSchool Parent Portal. This guide is based on the PowerSchool Parent Portal online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool Parent Portal online help is updated as PowerSchool is updated. Not all versions of the PowerSchool Parent Portal online help are available in a printable guide. For the most up-to-date information, click **Help** on any page in the PowerSchool Parent Portal.

Referenced Sections

This guide is based on the PowerSchool Parent Portal online help, and may include references to sections that are not contained within the guide. See the PowerSchool Parent Portal online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to “Click **File > New > Window**,” begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text “**Note:**.”

Introduction

Welcome to PowerSchool! PowerSchool helps your school access and maintain student, staff, and schedule information. PowerSchool is a database application that runs on a server, which is the center of your student information system. PowerSchool uses the Internet to facilitate student information management and communication among school administrators, teachers, parents, and students.

PowerSchool Parent Portal is a tool that is integrated into the PowerSchool Student Information System (SIS) that is specifically developed for parents and students.

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, lunch menus and even personal messages from the teacher. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their gradebook to make decisions on what information they want to share with parents and students.

Parent Access Management

With the introduction of Parent Access Management, PowerSchool now provides single sign-on access to the PowerSchool Parent Portal. With single sign-on access parents can now have their own individual parent account, including user name and password. Your school's PowerSchool administrator may create your account or may have you create your own account using the appropriate access credentials. Once your account is created, you can manage your account information, link any and all students to your account (for whom you have parental and legal rights to), and set email and notifications preferences for each student linked to your account. If you've forgotten your account sign in information, you can retrieve them by using auto-recovery.

Note: This functionality is only available if enabled by your school.

Get Started

To get started, you must sign in to PowerSchool Parent Portal.

Sign In to PowerSchool Parent Portal

Before you can sign in to PowerSchool Parent Portal, you will need your school's PowerSchool Parent Portal URL, your username, and your password. If you do not have this information or have questions, contact your school.

Note: Do not use someone else's password or give your password to anyone else.

How to Sign In to PowerSchool Parent Portal

1. Open your Web browser to your school's PowerSchool Parent Portal URL. The Parent Sign In page appears.
2. Use the following table to enter information in the Parent Sign In fields:

Field	Description
Select Language	Choose the language in which you want to view the PowerSchool Parent Portal from the pop-up menu. **Note:** If no more than one locale is configured, the pop-up menu does not appear.
Username	Enter your username.
Password	Enter your password. The characters appear as asterisks (*) to ensure greater security when you sign in. If you have forgotten your username or password, you can click **Having trouble signing in?** For more information, see *How to Recover Your Username* or *How to Recover Your Password*.

3. Click **Sign In**. The start page appears. For more information, see *PowerSchool Parent Portal Start Page*.

   Notes:

   - If your PowerSchool administrator has issued you a temporary password, you may be asked to reset your password upon first signing in. For more information, see *How to Reset Your Password*.
   - If your password has expired, you may be asked to reset your password. For more information, see *How to Reset Your Password*.
   - If you have exceeded the number of sign in attempts allowed, you may become locked out of PowerSchool. If so, contact your school.

How to Reset Your Password

If your PowerSchool administrator has issued you a temporary password or if your password has expired, use this procedure to reset your password.

Note: This procedure is only available if parent single sign-on is enabled. For more information, see *Parent Access Management*.

1. Sign in to PowerSchool Parent Portal. The Change Your Password page appears.
2. Use the following table to enter information in the fields:

Field	Description
Current Password	Enter your current password.
New Password	Enter a new password. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements. **Note:** It is important to select a new password that you will remember. If you forget it, you cannot sign in to PowerSchool Parent Portal without help from your PowerSchool administrator. It is not recommended that you write down your password because an unauthorized user could find it and gain access to PowerSchool. Try to commit your password to memory.
Re-Enter New Password	Enter your new password again exactly as you entered it in the above field.

3. Click **Enter**. The start page appears. For more information, see *PowerSchool Parent Portal Start Page*.

   Note: If one of the following messages appears, re-enter your password accordingly:

   - Current password is not correct.
   - New password must be at least [number] characters long.
   - New password must contain at least one uppercase and one lowercase letter.
   - New password must contain at least one letter and one number.
   - New password must contain at least one special character.
   - The verification password you enter must match the new password.
   - The password entered was previously used. Please enter a new password.

   The next time you sign in to PowerSchool Parent Portal, use your new password.

How to Recover Your Password

If you have forgotten your PowerSchool Parent Portal password, you will be unable to sign into the PowerSchool Parent Portal. Use this procedure to recover your password. Once you provide your user name and email address, the system authenticates your information and sends a security token to your email address. Using the security token, you can then sign in

to PowerSchool Parent Portal, where you will then be required to change your password. For more information, see *How to Reset Your Password*.

Note: The security token is only valid for 30 minutes. If it expires before you can reset your password, perform the *How to Recover Your Password* again.

Note: This procedure is only available if parent single sign-on is enabled. For more information, see *Parent Access Management*.

1. Open your Web browser to your school's PowerSchool Parent Portal URL. The Parent Sign In page appears.
2. Click **Having trouble signing in?** The Recover Account Sign In Information page appears.
3. Click the **Forgot Password?** tab, if needed.
4. Use the following table to enter information in the fields:

Field	Description
Username	Enter your username.
Email Address	Enter your email address.

5. Click **Enter**. A confirmation message appears indicating an email has been sent to you with instructions for resetting your password.
6. Once you have received the email, open the email.
7. Click the link in the email. The Recover Password page appears.
8. Use the following table to enter information in the fields:

Field	Description
Username	Enter your username.
New Password	Enter a new password. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements. **Note:** It is important to select a new password that you will remember. If you forget it, you cannot sign in to PowerSchool Parent Portal without help from your PowerSchool administrator. It is not recommended that you write down your password because an unauthorized user could find it and gain access to PowerSchool. Try to commit your password to memory.
Confirm New Password	Enter your new password again exactly as you entered it in the above field.

9. Click **Enter**. The start page appears. For more information, see *PowerSchool Parent Portal Start Page*.

How to Recover Your Username

If you have forgotten your PowerSchool Parent Portal username, you will be unable to sign into the PowerSchool Parent Portal. Use this procedure to recover your current username. Once you provide your email address, your current user name will be sent to your email.

Note: This procedure is only available if parent single sign-on security is enabled. For more information, see *Parent Access Management*.

1. Open your Web browser to your school's PowerSchool Parent Portal URL. The Sign In page appears.
2. Click **Having trouble signing in?** The Recover Account Sign In Information page appears.
3. Click the **Forgot Username?** tab.
4. Enter your email address in the first field.
5. Click **Enter**. A confirmation message appears indicating an email has been sent to you with your current username.

How to Create a 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: This procedure is only available if parent single sign-on is enabled. For more information, see *Parent Access Management*.

1. Open your Web browser to your school's PowerSchool Parent Portal URL. The Parent Sign In page appear.
2. Click **Create Account**. The Create Parent Account page appears.
3. 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 you select information, as well as account recovery notices and account changes confirmations. For more information, see *Email Notifications*.
Desired Username	Enter the username you would like to use when signing in to the PowerSchool 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 Parent Portal. If your school has established password complexity rules, password

Field	Description
	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.

4. 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 you account. **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 student. **Note:** If you do not have this information, contact your school.
Access Password	Enter the unique access password for the student. **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.

5. Click **Enter**. The Parent Sign In page appears. To continue, see *How to Sign In to PowerSchool Parent Portal*.

   Note: If one of the following messages appears, re-enter your password accordingly:

   - Current password is not correct.
   - New password must be at least [number] characters long.
   - New password must contain at least one uppercase and one lowercase letter.
   - New password must contain at least one letter and one number.
   - New password must contain at least one special character.
   - The verification password you enter must match the new password.
   - The password entered was previously used. Please enter a new password.

   The next time you sign in to PowerSchool Parent Portal, use your new password.

PowerSchool Parent Portal Start Page

When you sign in to PowerSchool Parent Portal, the start page appears. This page serves as the central point from which you begin your PowerSchool Parent Portal session. The start page consists of the following main areas:

- Header
- Navigation toolbar
- Navigation menu

Header

The header appears at the top of the PowerSchool Parent Portal. The header includes the following information:

Field	Description
PowerSchool	Click to return to the start page from anywhere within the application.
Welcome, [Your Name]	The first and last name of the person signed in. Your name should appear. If it does not, contact your school's PowerSchool administrator. In an effort to ensure that your account is secure and your information protected, the date and time of the last time you signed in appears when you hover over your name. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school.
Help	Click to access the PowerSchool Parent Portal online help. Assistance is just a click away!
Sign Out	Click to sign out of PowerSchool Parent Portal. For more information, see *Quit PowerSchool Parent Portal*.

Navigation Toolbar

The navigation toolbar appears at the top of the start page, and is common to every page in the application. The navigation toolbar includes the following information:

Field	Description
[Student Tabs]	The first names of the students associated to your parent account appear in alphabetical order. Click the name of the student for whom you want to view information. The page refreshes and display information for the selected student. For more information, see *Account Preferences*. If you click the name of a student and the message "Student information is not available at this time." appears, contact your school's PowerSchool administrator. **Note:** These tabs only appear if parent single sign-on security is enabled. For more information, see *Parent Access Management*.
[Applications Icon]	1. Click the icon. The Applications drawer slides into view.

Field	Description
	2. Click the **Application** link you want to launch. The application launches in a separate window (or tab depending on your browser settings). **Note:** The window that appears is not served by PowerSchool. It is rendered from a separate server. If the window does not launch, contact your school's PowerSchool administrator **Note:** If you are not actively working in the PowerSchool Parent Portal, your session may timeout. If so, you need to sign in again. 3. When you are finished working in the application, be sure to sign out of the application. 4. When you are finished working in the PowerSchool Parent Portal, be sure to sign out of the PowerSchool Parent Portal. **Note:** This icon only appears if a plugin has been installed and enabled and you have been granted access to the plugin.
[Download Icon]	Click to download an export file containing student data similar to the printable view data. This data file is intended to help facilitate upload into other products, including Pearson's Alleyoop. Alleyoop is a social guidance network for college-bound teens. Alleyoop helps teens and their parents explore future college and career goals, set short-term grade goals, and get the coaching they need to get ready for success in college and beyond. For more information, see the **Alleyoop Web site**. **Note:** The icon only appears when the Grades and Attendance tab is selected.
[MyData Icon]	Click to download your students' data, including grades and attendance, in an XML-formatted file that you can store on your computer and use it in other applications, providing a comprehensive view of your students' learning profile throughout the students' educational career. The MyData button is a joint project between the Office of Educational Technology and the White House Office of Science and Technology Policy that, among other goals, allows access to student data in order to create a personal learning profile that is easily portable. **Note**: This button may not appear if the school has not enabled it.
[Printer Icon]	Click to print a printer-friendly version of the page you are viewing. Additionally, the page includes the name of the selected student and the school and school district for that student.

Navigation Menu

The navigation menu serves as the central point from which to navigate the pages of the PowerSchool Patent Portal. The navigation menu includes the following links:

Field	Description
Grades and Attendance	Click to view student grades and attendance for the current term. For more information, see *Grades and Attendance*.
Test Results	Click to view student test results for the current term. For more information, see *Test Results*.
Grades History	Click to view student grades for the previous term. For more information, see *Grades History*.
Attendance History	Click to view attendance history for the current term. For more information, see *Attendance History*.
Email Notification	Click to set the e-mail notifications you can receive on a regular basis. For more information, see *Email Notifications*.
Teacher Comments	Click to view any teacher comments. For more information, see *Teacher Comments*.
School Bulletin	Click to view the current school bulletin. For more information, see *School Bulletins*. **Note:** This icon only appears if School Bulletin is enabled.
Class Registration	Click to register for classes and view course requests. For more information, see *Class Registration*.
Balance	Click to view the current lunch balance and fee transactions. For more information, see *Balances*. **Note:** This icon only appears if Lunch Balance is enabled.
My Calendars	Click to subscribe to specific homework and event calendars. For more information, see *My Calendars*.
School Information	Click to view school address and contact numbers, and download a school map if available. For more information, see *School Information*.
Account Preferences	Click to manage your PowerSchool Parent Portal account preferences. For more information, see *Account Preferences*.

Work with the Navigation Menu

Read this section to understand the basics of working with the navigation menu. You do not need to complete the activities in any particular order, but you should be familiar with all of them.

Remember, if you have more than one student associated to your parent account, use the student tabs that appear in the navigation bar to select the student for which you want to view information. For more information, see *Account Preferences*.

Grades and Attendance

The Grades and Attendance page displays comprehensive information about a student's grades and attendance for the current term. The legend at the bottom of the page displays the attendance and citizenship codes and their meanings.

How to View Grades and Attendance

1. On the start page, click the **Grades and Attendance** from the navigation menu. The Grades and Attendance page appears.
2. Do one or more of the following:

    - To view attendance data for dropped classes, click **Show dropped classes also**.
    - To send e-mail to a teacher, click the name of the teacher.

      Note: To use this function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.

    - Click on the Section Teachers icon next to the teacher's name to view the teachers assigned to the class. Click the **x** to close the dialog.

      Note: This icon appears only if there is more than one teacher assigned to the class.

    - To view grade details, click a grade in the term column. The Class Score Detail page appears.
    - To view assignment details, click a grade in the term column. The Class Score Detail page appears. Click an assignment under the Assignment column. The Assignment Description page appears. Use the browser **Back** button to return to the Grades and Attendance page.

      Note: Icons indicate the status of assignments. For more information, see the icon legend at the bottom of the page.

- To view the absences or tardies for the selected class during this term, click a number in the Absences or Tardies column. The Dates of Attendance page displays all absences or tardies for that class.
- To view the absences or tardies for all classes during this term, click a number in the Attendance Totals row. The Dates of Absence or Dates of Tardies page displays all absences or tardies. Use the browser **Back** button to return to the Grades and Attendance page.
- To view total absences or tardies for the semester or for the year-to-date, click a number in the Absences or Tardies column in the Attendance by Day section. Depending on your selection, the Dates of Attendance page displays the total absences or tardies for the semester or for the year-to-date.
- Use the browser **Back** button to return to the Grades and Attendance page.

Standards Grades

The Standards Grades page displays information about a student's standards grades and comments for the current term. By default, only classes currently in progress appear.

How to View Standards Grades

1. On the start page, click the **Grades and Attendance** from the navigation menu. The Grades and Attendance page appears.
2. Click the **Standards Grades** tab. The Standards Grades page appears.

    - Click **Show Completed Classes** to view standards grades for completed classes.
    - Click **Hide Completed Classes** to view only the classes for the current term.
    - If a score appears as a link, click to view score comments.
    - Click the name of the standard to view the following details:
        - Teacher
        - Course
        - Standard Name
        - Gradescale
        - Gradescale Description
        - Gradescale Details

Analytics Student Data

The Analytics Student View page displays Analytics student data. This tab only appears if Analytics is enabled. For more information, contact your school's PowerSchool administrator.

How to View Analytics Student Data

1. On the start page, click **Grades and Attendance** from the navigation menu. The Grades and Attendance page appears.
2. Click the **Analytics Student View** tab. The Analytics Student View page appears.

Note: The data that appears on the graph is not served by PowerSchool. It is rendered from a separate Analytics server. For more information on the configuration of Analytics, see the Analytics documentation.

Test Results

The Test Results page displays comprehensive information about a student's benchmark and classroom test results.

Note: The content that appears is not served by PowerSchool. It is rendered from a separate Schoolnet server. If content does not appear, contact your school's PowerSchool administrator.

Note: When accessing the Test Results page, you may encounter one or more of the following error messages:

Error	Description
The system is down.	Indicates that the system is down and cannot make network contact.
Test data is not available for this student.	Indicates there is currently no test data available for the student.
Record could not be found. Check with your system administrator for assistance.	Indicates one of the following: • Student is not enrolled at a school that is integrated with Schoolnet. • Student's account has not yet been set up in Schoolnet. • Student's account has been set up in Schoolnet, but credentials are still being set up.

How to View Benchmark Test Results

1. On the start page, click **Test Results** from the navigation menu. The Test Results page displays.
2. Click the **Benchmark Tests** tab.
3. Choose the **School Year** from the pop-up menu. The following information appears for each benchmark test the student has taken:

    - Test Name and Description
    - Test Date
    - Test Score
    - Score Group

4. Click the Test Name to view test details.

    Note: For more information, see the *Schoolnet online help*.

How to View Classroom Test Results

1. On the start page, click **Test Results** from the navigation menu. The Test Results page displays.
2. Click the **Classroom Tests** tab. The following information appears for each classroom test the student has taken:

    - Test Name and Description
    - Test Date
    - Test Score
    - Score Group

3. Click the Test Name to view test details.

    Note: For more information, see the *Schoolnet online help*.

Grades History

Use this page to view quarter and semester grades for the student for the current term.

Note: To view the student's graduation plan progress or to select post-secondary plans, click **View Graduation Progress**. For more information, see *Graduation Progress*.

How to View Grades History

1. On the start page, click **Grades History** from the navigation menu.
2. Click a grade in the % column. The Class Score Detail page appears.

    A caret (^) indicates score is exempt from final grade. An asterisk (*) indicates an assignment is not included in final grade. The number one (1) indicates this final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher. Click the special weighting link for more information.

Attendance History

The Attendance History page displays information about a student’s attendance record for the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

How to View Attendance History

On the start page, click **Attendance History** from the navigation menu. The Attendance History page displays the student's attendance record for the current term.

Email Notifications

The Email Notifications page provides you with the ability to manage your parent account email preferences, including what information you would like to receive, how often you would like to receive the information, and any additional email addresses that you would like the information sent to. Email preferences may be applied to a single student or all students associated to your parent account.

How to Set Up Email Notifications

1. On the start page, click **Email Notification** from the navigation menu. The Email Notifications: [Student Name] page appears.
2. Use the following table to enter information in the fields:

Field	Description
What information would you like to receive?	Specify which information you would like to receive by selecting the appropriate checkboxes: • **Summary of current grades and attendance** • **Detail report showing assignment scores for each class** • **Detail report of attendance** • **School announcements** • **Balance Alert**
How often?	Specify the rate at which you want to receive the selected information from the pop-up menu: • **Never** • **Weekly** • **Every Two Weeks** • **Monthly** • **Daily**
Email Address	Display only of the email address associated to your parent account. The selected information, as well as account recovery notices and account changes confirmations will be sent automatically to this email address. **Note:** To change your email address, see *How to Change Your Account Preferences*.
Additional Email Addresses	Enter additional email addresses that you want the selected information to be sent to. Separate multiple addresses with commas.
Apply these settings to all your students?	Select the checkbox to apply the email preferences to all students associated to your parent account.
Send now for	Select the checkbox to receive the selected information

Field	Description
[Student Name]?	immediately.

3. Click **Submit**. The Email Notifications: [Student Name] page appears. A confirmation message appears indicating the changes were saved.

Teacher Comments

The Teacher Comments page displays any comment that a teacher has entered regarding a student, such as a student's achievement or behavior.

Note: Additional teacher comments may be found on the **Grades and Attendance** page and **Grades History** page.

How to View Teacher Comments

1. On the start page, click **Teacher Comments** from the navigation menu. The Teacher Comments page appears.
2. Use the following table to view teacher comments:

Field	Description
Reporting Term	By default, the student's schedule for the current term appears. Use the pop-up menu to select a different term.
Expression	The period and day combination of the course.
Course Number	The number used to identify the course.
Course	The name of the course.
Teacher	The name of the teacher teaching the course. Click to send an email to the teacher. **Note:** To use the e-mail function, your Web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send e-mail messages.
Comment	Comment entered by teacher. **Note:** If the column is blank, there are no teacher comments.
Show dropped classes	Click to view currently enrolled classes and dropped classes.
Show only current classes	Click to view only currently enrolled classes.

School Bulletins

The School Bulletin page serves as your school's "message board" whereby your school can post a variety of information for you to view.

Note: If you are not able to access this page, **School Bulletins** may not be enabled. Contact your school for information.

How to View School Bulletins

1. On the start page, click **School Bulletin** from the navigation menu. The View School Bulletin pop-up appears.
2. Click the **Calendar** icon to select a date to view the bulletin for that day. On the calendar, dates that are shaded blue have a daily bulletin associated to them, the current date displays a black border, and the selected date has no shading. Use the arrow buttons to navigate to a different month.
3. When done viewing, click the **x** in the upper right hand corner to close the View School Bulletin pop-up.

Class Registration

Using the Class Registration page in PowerSchool Parent, students and their parents can manage their course requests.

Register for Classes

Use the following procedure to request classes for the next year.

How to Register for Classes

Use the following procedure to request classes for the next year.

1. On the start page, click **Class Registration** from the navigation menu. The Class Registration page appears.

   Note: A **Road** icon appears if a teacher has recommended the course. Click to view the recommending teacher. A **Note** icon appears if the course contains prerequisite notes. Click to view.

2. Click the **Pencil** icon to select courses from each area as instructed. The Course Request pop-up window appears.
3. Use the following table to enter information in the fields:

   Note: Click column headings to sort in ascending order. Click again to sort in descending order.

Field	Description
[Course]	Select the checkbox for each course you want to request.

Field	Description
Course Name	The name of the course.
Number	The number used to identify the course.
Credits	The number of credits you receive for taking the course.
Prerequisite Notes	Descriptive text regarding academic requirements or authorizations that must be fulfilled prior to a enrollment in a course.
Alerts	Alert to indicate prerequisites have not been met, if any.

4. Click **Okay**. The Course Request pop-up window closes. A green checkmark appears in the area for which you selected courses.

   Note: A red exclamation mark appears if courses need to be selected for an area.

5. Repeat Step 2 through Step 4 for each course request.
6. Click **Submit**. The [Scheduling Year] Course Requests page appears.

View Course Requests

Use the following procedure to view any existing course requests.

Note: To view the student's graduation plan progress or to select post-secondary plans, click **View Graduation Progress**. For more information, see *Graduation Progress*.

How to View Course Requests

1. On the start page, click **Class Registration** from the navigation menu. The Class Registration page appears.
2. Click **View course requests**. The [Scheduling Year] Course Requests page.

Balances

The Transactions page displays a student’s lunch balance and fee transaction information for the current term.

Note: If you are not able to access this page, **Balances** may not be enabled. Contact your school for information.

How to View Balances

On the start page, click **Balances** from the navigation menu. The Transactions page appears. The Meal Transactions section displays the student's current lunch balance and each transaction line item. The Fee Transactions section displays the student's current fee balance and each transaction line item.

My Calendars

My Calendars is a tool to help parents and students stay on top of daily events and better manage their time. My Calendars operates in conjunction with iCalendar, a personal desktop calendar application, whereby you can subscribe to and receive information about class assignments, assignment scores, final grades, and school events.

Note: In order to use My Calendars, you must first have installed a personal desktop calendar application on your computer that supports the iCalendar standard, such as iCal for Macintosh, Windows Calendar for Windows Vista or Microsoft Outlook.

How to Subscribe to Class Assignments Calendar

Note: This information is based on iCal for Macintosh. Step may vary depending on operating system and personal desktop calendar application.

1. On the start page, click **My Calendars** from the navigation menu. The My Calendars page appears.
2. Click **Subscribe** in the Class Assignments Only column to receive the class assignments calendar. The iCal application opens, and the **Subscribe to** field automatically displays the calendar URL.
3. Click **Subscribe**. The Subscribing to <calendar name> page appears.
4. Use the following table to enter information in the applicable fields:

Field	Description
Name	By default, the system automatically populates this field with the class name.
Description	By default, the system automatically populates this field with the class description.
Subscribe to	By default, the system automatically populates this field with the URL of your personal desktop calendar application.
Remove	By default, these checkboxes are selected and this information is not copied to your personal desktop calendar application. Deselect the **To Do Items** checkbox to enable the To Do List, which displays student homework assignments. **Note:** Alarms and Attachments do not apply to My Calendars.
Last updated	The date and time the calendar you are subscribing to was updated.
Auto-refresh	Choose the refresh timeframe. It is recommended that you either select daily or weekly. By choosing a refresh timeframe, you will receive updated data, such as new homework assignments, grades, or school events, for the selected calendar.

5. Click **OK**.

How to Subscribe to Class Assignments Calendar With My Scores and Final Grades

1. On the start page, click **My Calendars** from the navigation menu. The My Calendars page appears.
2. Click **Subscribe** in the **Class Assignments With My Scores and Final Grades** column. The iCal application opens, and the **Subscribe to** field automatically displays the calendar URL.
3. Click **Subscribe**. The Authentication page appears.
4. Enter your PowerSchool Parent Portal username and password.
5. Click **OK**. The Subscribe to <calendar name> page appears.
6. Enter information as needed. For field descriptions, see *How to Subscribe to Class Assignments Calendar*.
7. Click **OK**.

How to Subscribe to School Events Calendar

1. On the start page, click **My Calendars** from the navigation menu. The My Calendars page appears.
2. Click **Subscribe** in the Class Assignments Only column to receive the class assignments calendar. The iCal application opens, and the **Subscribe to** field automatically displays the calendar URL.
3. Click **Subscribe**. The Subscribing to <calendar name> page appears.
4. Enter information as needed. For field descriptions, see *How to Subscribe to Class Assignments Calendar*.
5. Click **OK**.

How to View My Calendars in iCal

Each of the calendars you subscribe to appear in the **Calendars** section of iCal. Note the colored checkbox next to each calendar. If the checkbox next to a calendar is selected, the information contained within that calendar displays within the calendar view as the color of the checkbox.

To view information about an item in the calendar view, click the item and information about the item appears in the Info drawer. If you have subscribed to any of the homework calendars, outstanding assignments appear as items on your student's **To Do by Priority** list. Click any of the items to view information about that item in the Info drawer.

School Information

The School Information page displays the physical address and contact information for the school. If the PowerSchool administrator has uploaded a school map, the map displays on this page as well.

How to View School Information

On the start page, click **School Information** from the navigation menu. The School Information page displays the following information:

Field	Description
Name	The school's name.
Address	The school's street address, city, state, and zip code.
Phone	The school's phone number including area code.
Fax	The school's fax number including area code
Map	The school map.

How to Download the School Map

1. On the start page, click **School Information** from the navigation menu. The School Information page appears.
2. Depending on the format of the school map provided, do one of the following:

    - Right-click on the map image, and then select **Save Image As** from the pop-up menu.
    - Click on the link provided next to the **Map** field to download as a PDF.

3. Once the map is downloaded, you can print the file for you reference.

Account Preferences

The Account Preferences page provides you with the ability to manage your parent account information, including your name, user name, password, and email address. In addition, you can add any and all students for whom you have legal and parental rights to your account in order to view their information by way of your account.

Note: To edit or remove a student associated to your account, contact your school.

Note: If you are not able to access this page, parent single sign-on may not be enabled. For more information, see *Parent Access Management.*

How to Change Your Account Preferences

Use this procedure change the name, e-mail address, user name or password associated with your parent account.

1. On the start page, click **Account Preferences** from the navigation menu. The Account Preferences – Profile page appears.
2. Click the **Profile** tab, if needed.
3. On the Profile tab, use the following table to enter information in the fields:

Note: The **Cancel** and **Save** buttons appear shaded until information is entered.

Field	Description
First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address.
Select Language	Use the pop-up menu to choose the language in which you want view email and notifications sent from PowerSchool.
Username	Click the **Pencil** icon and then enter the user name you would like to use when signing into the PowerSchool Parent Portal in the **New Username** field.
Current Password	Click the **Pencil** icon and then enter: 1. Enter your PowerSchool Parent Portal password in the **Current Password** field. 2. Enter your new PowerSchool Parent Portal password in the **New Password** field. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements. 3. Re-enter your new PowerSchool Parent Portal password in the **Confirm Password** field.

4. Click **Save**. A confirmation message appears indicating your account is updated. Additionally, an account changes confirmation email is sent to your email address.

   Note: If one of the following messages appears, re-enter your password accordingly:

   - Current password is not correct.
   - New password must be at least [number] characters long.
   - New password must contain at least one uppercase and one lowercase letter.
   - New password must contain at least one letter and one number.
   - New password must contain at least one special character.
   - The verification password you enter must match the new password.
   - The password entered was previously used. Please enter a new password.

   The next time you sign in to PowerSchool Parent Portal, use your new password.

   Note: If you change your email address, the account changes confirmation email is sent to both the old and new email addresses.

How to Add a Student to Your Parent Account

Use this procedure to add one or more students to your parent account. You will need an Access ID and Access Password. If you do not have this information or have questions, contact your school's PowerSchool administrator.

1. On the start page, click **Account Preferences** from the navigation menu. The Account Preferences – Profile page appears.
2. Click the **Students** tab.
3. On the Students tab, click the **Add** icon to add a student to your parent account. The Add Student dialog appears.
4. Use the following table to enter information in the applicable fields:

   Note: The **Cancel** and **Save** buttons appear shaded until information is entered.

Field	Description
Student Name	Enter the first and last name of the student you want to add to you account. **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 student. **Note:** If you do not have this information, contact your school's PowerSchool administrator.
Access Password	Enter the unique access password for the student. **Note:** If you do not have this information, contact your school's PowerSchool administrator.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

5. Click **Submit**. The Add Student Dialog closes. The newly added student appears under My Students. Additionally, an account changes confirmation email is sent to your email address.

Graduation Progress

The Graduation Progress page displays the student's four-year graduation plan, any post-secondary plans, and the progress of each of those plans. Progress is indicated by the use of a color-coded bar. Dark green indicates earned credits; light green indicates currently enrolled credits; and yellow indicates requested/planned credits. A green checkmark indicates that a requirement has been completely satisfied.

How to View Graduation Progress

Use this procedure to view course requirements and completion status.

1. On the main menu, do one of the following:

   - Click **Grades History**. The Grade History page appears.
   - Click **Class Registration** and then **View future course requests**. The [Scheduling Year] Course Requests page.

2. Click **View Graduation Progress**. The Graduation Progress page displays the following information for each plan:

    - Subject Group
    - Earned
    - Enrolled
    - Requested
    - Required Progress

3. Click the name of a Subject Group to additional information.
4. Click **Close** when you are done viewing.

How to Select a Post-Secondary Plan

Use this procedure to select a post-secondary plan.

1. On the main menu, do one of the following:

    - Click **Grades History**. The Grade History page appears.
    - Click **Class Registration** and then **View future course requests**. The [Scheduling Year] Course Requests page.

2. Click **View Graduation Progress**. The Graduation Progress page appears.
3. Click **Select Post-Secondary Plans**. The Post-Secondary Plans Selection page appears.
4. In the first box, click the name of the post-secondary plan you want to select. The name appears in the second box.
5. Repeat Step 4 for each post-secondary plan you want to select.
6. Click **Submit**. The Graduation Progress page appears.

How to Remove a Post-Secondary Plan

Use this procedure to remove a post-secondary plans.

1. On the main menu, do one of the following:

    - Click **Grades History**. The Grade History page appears.
    - Click **Class Registration** and then **View future course requests**. The [Scheduling Year] Course Requests page.

2. Click **View Graduation Progress**. The Graduation Progress page appears.
3. Click **Select Post-Secondary Plans**. The Post-Secondary Plans Selection page appears.
4. In the box on the right, click the **Minus (-)** button next to the name of the post-secondary plan you want to delete. The post-secondary plan no longer appears.
5. Repeat Step 4 for each post-secondary plan you want to delete.
6. Click **Submit**. The Graduation Progress page appears.

Quit PowerSchool Parent Portal

When finished working in PowerSchool Parent Portal, it is important to sign out of the application.

Sign Out of PowerSchool Parent Portal

You can sign out of PowerSchool Parent Portal from any page in the application.

Note: If you are not actively working in PowerSchool Parent Portal, your session may timeout. If so, you need to **sign in** again.

How to Sign Out of PowerSchool Parent Portal

Click **Sign Out** in the header. The Sign In page appears. You must enter your username and password again to redisplay the start page.