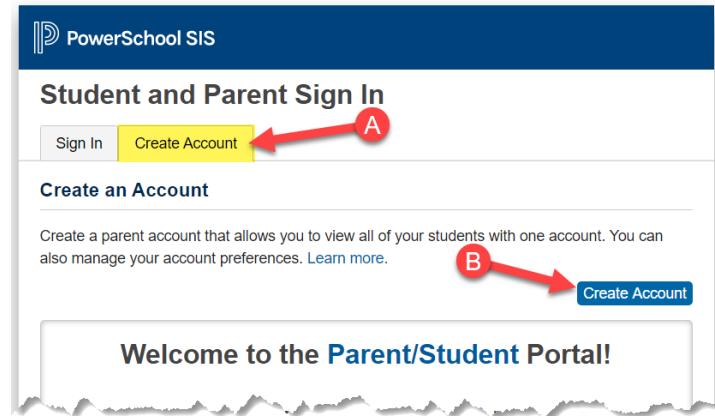


# How to Create a Parent Account in PowerSchool

The PowerSchool Parent Portal allows parents and guardians of current students to access a variety of information concerning their child or children. Multiple students may be linked to a single Parent user account. To create a new Parent user account, follow these steps.

STEP 1: Go to [tlgmi.powerschool.com/](https://tlgmi.powerschool.com/)

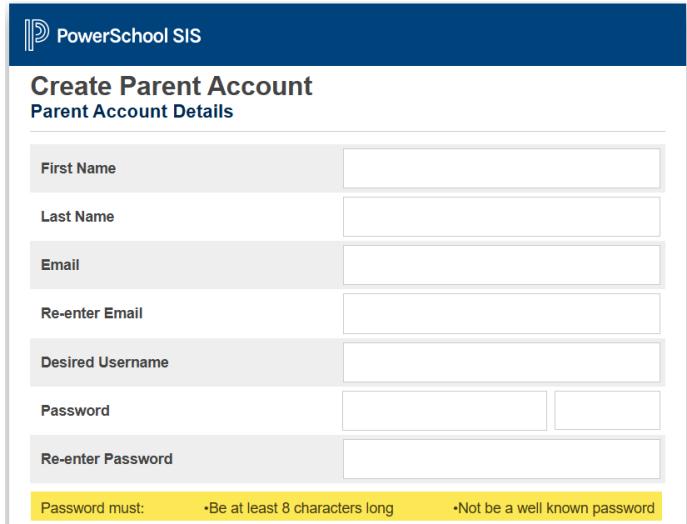
STEP 2: From the home screen click on the **"Create Account"** tab, then click the **Create Account** button



STEP 3: Enter the parent/guardian account information: first name, last name, and email address. Each parent/guardian account must have a **unique email address and user name**

STEP 4: Create a unique Username and Password for your account (Password must be at least 8 characters long).

NOTE: this is not the same as the AccessID and Access Password provided by the school (this is used in the next step)



[Write down or remember your new Username and Password – you will need these to log into your account when the setup is done (Step 6)]

**STEP 5: IMPORTANT:** You must have an Access ID and Access Password for each student that you would like to add to your account. Your student's school is able to send or email you a letter with this information. A sample letter has been attached at the end of this document. **Contact the school office if you need this letter.**

**Link Students to Account**

Enter the Access ID and Access Password for each student you wish to add to your Parent Account

1

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>

2

Student Name	<input type="text"/>
Access ID	<input type="text"/>

From the letter that you received from the school, enter this information for each student that will be linked to this Parent Portal Account:

- Student Name
- Access ID
- Access Password

You may link additional students to your parent/guardian account. Click on **Enter** when all parent/guardian and student information has been entered.

**STEP 6:** Verify your new account. On the Parent Sign In page you will see a message stating that your account needs to be verified. Go to the email that has just been sent to the email address that you entered in Step 3.

 PowerSchool SIS

## Student and Parent Sign In

[Sign In](#) [Create Account](#)

 Congratulations! Your new PowerSchool account has been created. Check your email for a link to verify your account.

Select Language

STEP 7: Click the verification link in the email that you received from PowerSchool. This will redirect you back to the Parent Sign In page.

PowerSchool Account Email Verification ➤ Inbox

 **The Leona Group Michigan** <no-reply@rackspace.powerschool.com>  
to me ➤

 **The Leona Group Michigan**

Your PowerSchool account is pending verification.

To verify, click the link to sign in to your PowerSchool account within 24 hours of receiving this message:

<https://lgmi.powerschool.com/public/home.html?lkn=LVIYTVwsVURkaWJNeXZiUkhyc0shCfmg9bU1JdK1BhYnRlbWVs2NoZUBnbWFpbC5jb20=>

If the link does not work, copy and paste the link into a new browser window.

Note: Replies to this message are not monitored or answered.

Sent on behalf of [no-reply.powerschool@leonagroupmw.com](mailto:no-reply.powerschool@leonagroupmw.com)

STEP 8: On the Parent Sign In page, enter the Username and Password that you created in STEP 4.

**NOTE: Do not enter Access ID and Access Password that you received from the school for the student**

**\*\*Please keep your parent/guardian password private\*\***

#### Student and Parent Sign In

[Sign In](#) [Create Account](#)

✓ Congratulations! Your new PowerSchool account has been verified. Enter your Username and Password to start using your new account.

Select Language	English
Username	<input type="text"/>
Password	<input type="password"/>

[Forgot Username or Password?](#)

[Sign In](#)

**IF YOU HAVE ANY QUESTIONS ABOUT HOW TO CREATE A PARENT PORTAL ACCOUNT, PLEASE CONTACT YOUR STUDENT'S SCHOOL FOR HELP AND ASSISTANCE.**

## SAMPLE PARENT LETTER FOR CREATING PARENT POTAL ACCOUNT:

### CREATING A POWERSCHOOL PARENT PORTAL ACCOUNT

To the parents of EXAMPLE STUDENT:

The administration and staff at YOUR STUDENT'S SCHOOL are excited to provide you with access to YOUR CHILD's current grades and attendance via the internet. **Power School's Parent Portal** allows parents/guardians to create their own account, choosing the username and password, and then link each of their students to the parent's account.

To create a Parent account you will need to follow each of these steps:

1. Open an internet browser on your computer or device (Google Chrome, Internet Explorer, Microsoft Edge, Firefox, Safari, etc).
2. Type [tlgmi.powerschool.com](http://tlgmi.powerschool.com) into the address bar.
3. **IMPORTANT: DO NOT TRY TO LOGIN ON THIS SCREEN!** Click on the **[Create Account]** Button.
4. The first section on the new page, **Create Parent Account**, requires you to enter the following information to create your new parent/guardian account:  
-- **YOUR** first and last name,  
-- the email address you wish to use to receive communications from PowerSchool  
-- a unique username and password which you will use to login to PowerSchool (**you create your own user name and password**)
5. The second section on this page, **Link Students to Account**, requires you to enter the following information for at least one student:  
-- student's name: **EXAMPLE STUDENT**  
-- Access ID: **ExampleID**  
-- Access Password: **123456**

Be sure to enter the Access ID and Access Password **exactly** as shown or you will receive an error message!

6. Repeat Step #5 for each additional student you want linked to your Parent Portal account. Click Submit when finished
7. After you have completed creating an account you will need to verify your new Parent account by opening the Verification Email that was just sent to the email address you entered above. Click the link in the email to Verify your account. This link will send you back to the Parent sign In page.
8. Log in to PowerSchool using the **Username** and **Password** that you just created (not the Web ID or Password above). This will open up your Parent Dashboard. Use the navigation icons on the left side of the screen to access all your student's information.
9. Remember to log off when you are finished.