

# Parent Single Sign-On Parent Instructions

The screenshot shows the PowerSchool login interface. At the top, there are two tabs: 'Sign In' (selected) and 'Create Account'. Below the tabs is the heading 'Student and Parent Sign In'. There are two input fields: 'Username' and 'Password'. Below the password field is a link that says 'Having trouble signing in?'. At the bottom right of the form is a blue 'Sign In' button.

Using single sign-on you will be able to see all of your children's academic information with a single logon. The first time you logon to the parent portal you will see this screen. Before you can access your children's records you must create your account.

The screenshot shows the PowerSchool 'Create an Account' page. At the top, there are two tabs: 'Sign In' and 'Create Account' (selected). Below the tabs is the heading 'Create an Account'. There is a text box containing the instruction: 'Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)'. At the bottom right of the form is a blue 'Create Account' button.

You will click on the "Create Account" tab to begin the setup process.

You begin by adding your personal information including your name and email address, user name and password. The email address, user name and passwords can be whatever you like but they **must be unique**. Passwords must have a minimum of six characters.

The screenshot shows the 'Create Parent Account' form in the PowerSchool system. The form has a light blue header with the 'PowerSchool' logo. Below the header is the heading 'Create Parent Account'. The form contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. The 'Password' field has a small icon to its right. Below the 'Re-enter Password' field is a section titled 'Password must:' with a bullet point: '•Be at least 6 characters long'.

Once you have entered the information needed to establish your parent account you will go to the Link Students to Account to add your child(s) information.

You will enter your child's name, the Access ID, and the Access Password. These are the same logins and passwords that you have been using. You will also choose your relationship to the student from the drop down box on the right. Note that both the access ID and access password are case sensitive. Repeat the process for each child. You can enter up to seven children. Click Enter at the bottom of the page.

**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	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="text"/>
	Relationship	-- Choose ▾

  

2	Student Name	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="text"/>
	Relationship	-- Choose ▾

  

3	Student Name	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="text"/>
	Relationship	-- Choose ▾

When you have successfully submitted your information, you may login with the user name and password you created into your account and see all of your student's academic information.