

PowerSchool Directions – Parent Account Setup

Directions for Approved and/or Returning Families

How to create a PowerSchool account for the first time:

1. Click the **Create Account** tab under Student and Parent Sign In and then click the **Create Account** button
2. Enter the primary parent's information under **Create Parent Account** (all fields are required)
3. Choose a **Desired Username** that will be easy to remember (Do NOT use any spaces or special characters)
4. Choose a **Password** that is easy to remember (You must use at least 6 characters)
5. Add all or at least one of your children in your household under **Link Students to Account**
6. If you need **Access ID** and **Access Password** information, contact the school (you can add more children later)
7. Click **Enter**
8. If everything entered was correct you will be returned to the top of the **PowerSchool** login page
9. You may now log into **PowerSchool** using the parent Username and Password that you created

How to add additional children to an existing PowerSchool account:

1. Log into your **PowerSchool** account
2. Click **Account Preferences** on the left side of the page
3. Click the **Students** tab
4. Click the **Add** button on the right side of the page
5. Enter the **Student Name**, **Access ID/Password** and **Relationship** to add another student to your PowerSchool account
6. Click **Submit**

Forgot your PowerSchool login and/or password?

1. Please call the High School Office at **701-428-3177**.