PowerSchool's Parent Portal Quick Reference Card

What is PowerSchool Parent Portal?

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions. PowerSchool's Parent Portal provides single sign-on access. With single sign-on access parents create and maintain their account using the appropriate access credentials. Once parents have created their account, they will be able to manage their account information, link any and all students to your account (for whom you have parental or legal rights), and set email and notifications preferences for each student linked to your account. If account sign-in information has been forgotten, it can be retrieve by using the auto-recovery feature on the sign-in page.

Create a Parent/Guardian Single Sign-in Account

For parents or guardians to create their own accounts:

1. There are three ways to access the sign in page:
   a. Enter the Internet address: https://psas.powerschool.com/public/
   b. Go to our website, psas.ws, click the PowerSchool Parent Access button
   c. Go to our website, click on **Parent Portal** tab>**PowerSchool**>**PowerSchool Parent Access** button
2. In the Create an Account section, click **Create Account**
3. On the Create Parent Account page, enter the parent/guardian first name and last name in the appropriate fields
4. Enter the parent's email in the next field
5. Enter the desired username and password in the appropriate fields
6. Re-enter the password for security authentication
7. For each student to be associated to the account, enter the student name, access ID, and access password
8. Open the Relationship menu and select the appropriate relationship for each student being added
9. To create the account, click **Enter**

If you have created an account in the past and forgot your username and/or password, click "Forgot Username or Password?" on the sign-in page.

To update the first and last name, user name, and password for the account, click **Account Preferences**. Update information as needed under the Profile tab, then click **Save**.

Sign In (after user has created an account)

For parents, guardians, or students to sign in to the portal:

1. To access the sign in page:
   a. Enter the Internet address: https://psas.powerschool.com/public/
   b. Go to our website, psas.ws, click the PowerSchool Parent Access button
   c. Go to our website, click on **Parent Portal** tab>**PowerSchool**>**PowerSchool Parent Access** button
2. Enter the username and password, then click **Sign In**

Add Children to a Parent/Guardian Account

Once the account is created, a parent or guardian may still add students to the account.
1. In the Navigation menu, click **Account Preferences**
2. To add or edit students, click the Students tab
3. To add a child, click **Add**
4. In the Add Student window, enter the student name, access ID, and access password
5. Open the Relationship menu and select the correct relationship
6. Click **Submit**

Email Notifications

To modify the information sent to a parent or guardian:
1. In the Navigation menu, click **Email Notification**
2. Select the desired information to be included in the email report
3. Open the "How often?" menu and select the frequency of report delivery
4. To send the report to other addresses, enter the addresses in the Additional Email Addresses field (separate additional addresses with commas)
5. If these changes are for all students on the account, check **Apply these settings to all your students?**
6. To send a report immediately for the selected student, click **Send now for [student name]**
7. To save the email preferences, click **Submit**

PowerSchool App

Calling all students and parents! Check out PowerSchool's brand new PowerSchool Mobile app with an all-new user experience and push notifications. Get real-time access to attendance, assignments, scores, grades and more! User must create an account before using app.

Download from iTunes or Google Play!

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