

# PowerSchool Handbook

# Parent and Student Portal Administration

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# Part 1: Overview

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## Note to the Principal

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This handbook is intended to provide important information regarding the setup and implementation of the Parent/Student Portal. It is useful to familiarize yourself with the various aspects that contribute to the information displayed in the portal. This familiarity will enable you to control the portal features to best fit the needs of your school community.

Consider the following points before implementing the PowerSchool Parent/Student Portal at your site:

- How does the PowerSchool Parent/Student Portal work and what type of information does it display? - See **PowerSchool Parent/Student Portal FAQ – p. 6**
- What are some methods that other schools have used to successfully implement the PowerSchool Parent/Student Portal? - See **Models of the Parent/Student Portal Implementation - p. 9**
- What does my site have to do before we distribute Parent Access information? - Follow the steps in **Parent/Student Portal Setup – p. 10**

One note of caution: The PowerSchool Parent/Student Portal has the ability to provide parents with **class assignment information**. This information comes directly from what teachers enter into **PowerTeacher Gradebook**. It is advantageous to adopt a policy at your school to ensure Gradebook Assignments are consistently used and scored by teachers in all classrooms. When some teachers create and score assignment information and others do not, there is a visual discrepancy in in PowerTeacher Gradebook. Parents are known to contact the school to report this.

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## FAQ for Parent/Student Portal

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### What is the PowerSchool Parent/Student Portal?

The PowerSchool Parent/Student Portal is a website parents and students can use to view up to date information on Attendance, Assignments, and other academic information. The PowerSchool Parent/Student Portal is accessible from any computer or device with an internet connection.

### What academic information is accessible to parents and students?

With minimal school set up, parents and students can access the following information:

- Attendance
- Grades and Assignments
- Email Notifications
- Teacher Comments
- Schedule Information
- Score Reports
- Account Preferences

### Who can have access to the PowerSchool Parent/Student Portal?

Any parent/guardian who is listed on the PK – 12 Enrollment form can request access to the PowerSchool Parent/Student Portal.

### How does a Parent or Student receive access to the PowerSchool Parent/Student Portal?

The school site is responsible for securely distributing Access ID and Passwords to parents/guardians. The school must verify that the person has no legal restrictions to access the student data before issuing the Access information. Access information may be handed to the verified parent/guardian, or it can be mailed or emailed to the address on the PK – 12 Enrollment form. *The site cannot hand the information to the student for them to take home.*

Parents receive access to the PowerSchool Parent/Student Portal in one of two ways:

1. Parents create their own account in the Parent/Student Portal, then using an Access ID and Password issued by the school link their student to the account.
2. Power Users can create a Parent/Student Portal account and temporary password for the parent, then link the student to the parent's account.

Students access the Student Portal using their Active Directory (AD) username and password.



### What PowerSchool set up is required for information to be viewable in the PowerSchool Parent/Student Portal?

Some set up is required in PowerSchool in order for grade information to be viewable. Beyond that, parents will see data that already exists in PowerSchool.

The following items must be set up in PowerSchool:

- **Quick Lookup Preferences** – The settings on this page specify which grades appear on the **Quick Lookup** page in PowerSchool Administrator, and on the **Grades and Attendance** page in the Parent/Student Portal.
- **Current Grade Display** – The term selected on this page determines the **reporting terms used in the parent email notifications** for the Parent/Student Portal.
- **Parent/Student Access** – This page is used to configure the Parent/Student Portal at your school. You have the option to disable access to the Parent/Student Portal, override the default term, and disable specific features so that parents and students cannot access them
- **Daily Bulletin (optional)** – The Daily Bulletin can be used to post announcements, messages, and reminders viewable in the Parent/Student Portal, PowerTeacher, and PowerSchool.
- **School Map (optional)** – Use this page to upload a map of your school. The map is viewable on the **School Information** page, in the Parent/Student portal.

### What if one teacher uses Gradebook but another does not?

Parents may notice inconsistencies if some of the teachers are using Gradebook to enter assignments and scores, and others are not.

Parents may also notice inconsistencies with the Grades displayed if your school has not updated the **Quick Lookup Preferences** page in PowerSchool.

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### Who will provide technical support to the parents?

The school site is primarily responsible for providing technical support to parents. A Parent Guide is provided that your school can customize and provide to parents. If parents at your school encounter an application error in the Parent Portal, you should contact the ITSS Help Desk. Please do not have parents call.

Someone at your school, most likely the Power User, will need to be responsible for assisting parents with the following tasks:

- **Create Parent Portal accounts** for parents having trouble creating one for themselves.
- **Reset parent passwords** for parents having trouble resetting their own password.
- **Disable Parent Portal accounts** that will no longer be used.
- **Unlock Parent Portal accounts** for parents who have exceeded the login attempts.

# Implementation Steps

The PowerSchool Parent Portal allows parents/guardians to access academic information about their students. To ensure the safety and confidentiality, your site must only utilize secure processes for distributing the Access IDs and Passwords to parents. The process must include steps for verifying that only the appropriate people receive account information. Your site is responsible for providing methods for support to your parents. Resource documents have been created for your convenience. Handouts, video tutorial and more can be accessed on the district PowerSchool page. You may link the parent instruction sheet, video tutorial, or other parent guidance to your school webpage if you wish.

Your school administrator will designate a staff member (Vice Principal or Power User) as the **Site Parent Portal Coordinator**. See the Implementation Models below for suggested responsibilities for your Site Parent Portal Coordinator.

This overview includes a task list with suggestions for implementation. You may create your own method of implementation as long as the task objectives are met.

	Task	Option A	Option B	NOT AN OPTION
1	Adopt a process for verifying if a parent has legal access to student data.	Attendance clerk checks the Enrollment form and Legal Bindings in PowerSchool.	Secretary checks the Enrollment form and Legal Bindings in PowerSchool.	Not checking the enrollment form and Legal Bindings field.
2	Determine a rollout plan to distribute Access information to parents that includes verifying the appropriate parent receives the information.	Parent must attend a "Parent Portal Night" where a school employee checks a photo ID.	Access ID and Password information is mailed or emailed home to the address on the enrollment form.	Give the Access ID and password to the student to take home to the parent.
3	Create a plan for providing instructions to parents.	Parents will receive training during "Parent Portal Night."	Parents receive Parent Portal Parent Guide on how to use the application.	No information provided to parents.
4	Provide support for parents who have technical/password questions.	Parents will contact the Site Parent Portal Coordinator or a school administrator.		Ask parents to contact the IT Help Desk for assistance.
5	Provide ongoing portal maintenance to parents who forget their passwords, and are having difficulty resetting it themselves, or whose accounts have been disabled.	Ask the parent to come in with a picture ID. Site Parent Portal Coordinator or Power User will provide or change their password.		Provide a password to someone calling on the phone. Provide a password via email. Send a password home with the student.

# Part 2: Parent/Student Portal Setup

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# Quick Lookup Preferences Setup

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The **Quick Lookup Preferences** page is where you specify which grades are seen on the Quick Lookup page in PowerSchool Administrator as well as on the **Grades and Attendance** page in the Parent/Student Portal.

Secondary schools must update the **Quick Lookup Preferences** page once the permanently stored grades process has completed for each Grade Reporting Term.

1. From the **Start Page**, select **School**, under Setup.
2. Select **Quick Lookup Preferences**, under **General**.
3. Configure the **Quick Lookup Preferences** page as follows:
  - For each **Store Code**, turn on the checkbox if you wish to display these grades in PowerSchool Administrator, PowerTeacher, and the Parent/Student Portal.
  - Under **Source of Data**, select either:
    - Gradebook (Current)** – This will display the current grade directly from the teacher’s Gradebook. This grade will change as the teacher updates their Gradebook.
      - IMPORTANT!**  
*Secondary Schools* – If grades have *not been stored*, always use the **Gradebook** setting.  
*Elementary school* – Since Standards are *not stored*, always use the **Gradebook** setting.
    - Historical (Stored)** – This will display the Stored Grade.
      - IMPORTANT!**  
*Secondary Schools* - Once grades have *been stored*, update to the **Historical** setting.
  - Use the **Sort** fields to change the order of the **Store Codes** as they appear on the Quick Lookup Preferences setup page and the Quick Lookup page.
  - **Show Citizenship Grade** – Check this box to display the Citizenship grade.
    - IMPORTANT!**  
*Elementary Schools* - Leave this box *UNCHECKED*.
4. Click **Submit**.

See sample set up views on the following page.

## Sample View: Secondary School

**Quick Lookup Preferences - Henry High**

This screen specifies which grades are seen on the Quick Lookup screen as well as on the student's record through the internet.

Turn on the check box for each **Store Code** to display these grades.

Change the **Source of Data** to **Historical (Stored)** after grades have been stored for the term.

Store Code	Enabled Parent/Student	Enabled Teacher	Enabled Admin	Source of Data	Sort
P1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Historical (Stored)	1
P2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Historical (Stored)	2
S1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gradebook (Current)	3
P3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gradebook (Current)	4
P4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gradebook (Current)	5
S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gradebook (Current)	6
Q1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gradebook (Current)	7
Q2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gradebook (Current)	8
Q3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gradebook (Current)	9
Q4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gradebook (Current)	10
U0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Historical (Stored)	11

If grades have not been stored, the **Source of Data** should be **Gradebook (Current)**.

Use the **Sort** fields to change the order of the **Store Codes**.

Turn on this check box to display **Citizenship Grades**.

Additional Settings

Show Citizenship Grade

Submit

## Sample View: Elementary School

**Quick Lookup Preferences - Bay Park Elementary**

This screen specifies which grades are seen on the Quick Lookup screen as well as on the student's record through the internet.

For each **Elementary Store Code**, turn on the checkbox to display the Standards.

Store Code	Enabled Parent/Student	Enabled Teacher	Enabled Admin	Source of Data	Sort
E1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gradebook (Current)	1
E2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gradebook (Current)	2
E3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gradebook (Current)	3

The **Source of Data** will always be **Gradebook**. Do not change.

Leave this box unchecked.

Additional Settings

Show Citizenship Grade

Submit

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# Current Grade Display Setup

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The **Active Term** selected on this page determines the **reporting terms used in the parent email notifications** in the Parent/Student Portal.

1. From the **Start Page**, select **School**, under Setup.
2. Select **Current Grade Display**, under Grading.
3. Select the appropriate term from the **Active Term** drop-down.
4. Click **Submit**.

## Secondary Schools

### Current Grade Display - Henry High

The Active Term is used for:

- Calculating the Quick Lookup GPA from Gradebook grades
- The default term for current Gradebook grades when a term is not specified
- The Grades and Attendance page in the Parent/Student Portal. It also determines the reporting terms used in parent email notifications in the Parent/Student Portal.

To modify which terms appear, go to [Quick Lookup Preferences](#).

Active Term

## Elementary Schools

### Current Grade Display - Bay Park Elementary

The Active Term is used for:

- Calculating the Quick Lookup GPA from Gradebook grades
- The default term for current Gradebook grades when a term is not specified
- The Grades and Attendance page in the Parent/Student Portal. It also determines the reporting terms used in parent email notifications in the Parent/Student Portal.

To modify which terms appear, go to [Quick Lookup Preferences](#).

Active Term

# Portal View and Access Control

The **Parent/Student Access** page is used to control view of the features in the Parent/Student Portal.

Access to the Parent/Student Portal can be disabled, the default term can be overridden, and specific features can be disabled so that parents and students cannot access them.

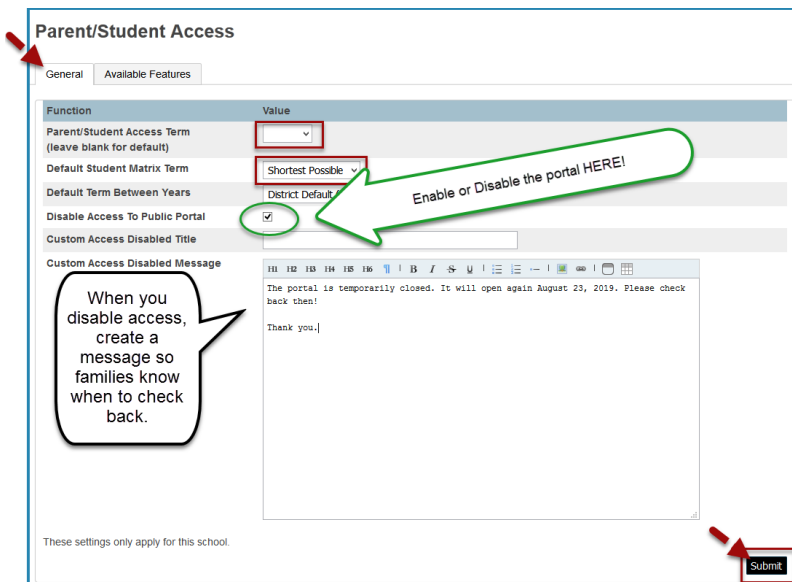
1. On the **Start Page**, under Setup, select **School**.
2. On the **School Setup** page, under General, select **Parent/Student Access**.

## The General tab:

- Leave the **Parent/Student Access Term** selection blank to use the default term.
- NOTE:** If a term is selected in this field it will override the default term set on the **Miscellaneous** page in School Setup.
- The **Default Student Matrix Term** determines what is displayed on the My Schedule page (Matrix View tab) in the Parent/Student Portal.

## Enable and Disable the Portal

- Check the box **Disable Access to Public Portal**, to temporarily shut down access to the Parent/Student Portal. Include a brief message to explain why the portal has been disabled and the date it will be enabled.
- Click **Submit**, if you have made changes to this screen.



The screenshot shows the 'Parent/Student Access' configuration page. A red arrow points to the 'General' tab. A table lists various functions and their values:

Function	Value
Parent/Student Access Term (leave blank for default)	[Dropdown menu]
Default Student Matrix Term	Shortest Possible
Default Term Between Years	District Default
Disable Access To Public Portal	<input checked="" type="checkbox"/>
Custom Access Disabled Title	[Text input field]
Custom Access Disabled Message	[Rich text editor with sample text: 'The portal is temporarily closed. It will open again August 23, 2019. Please check back then! Thank you.']

Annotations include a green callout bubble pointing to the 'Disable Access To Public Portal' checkbox with the text 'Enable or Disable the portal HERE!' and a speech bubble pointing to the message editor with the text 'When you disable access, create a message so families know when to check back.' A red arrow points to the 'Submit' button at the bottom right.

These settings only apply for this school.

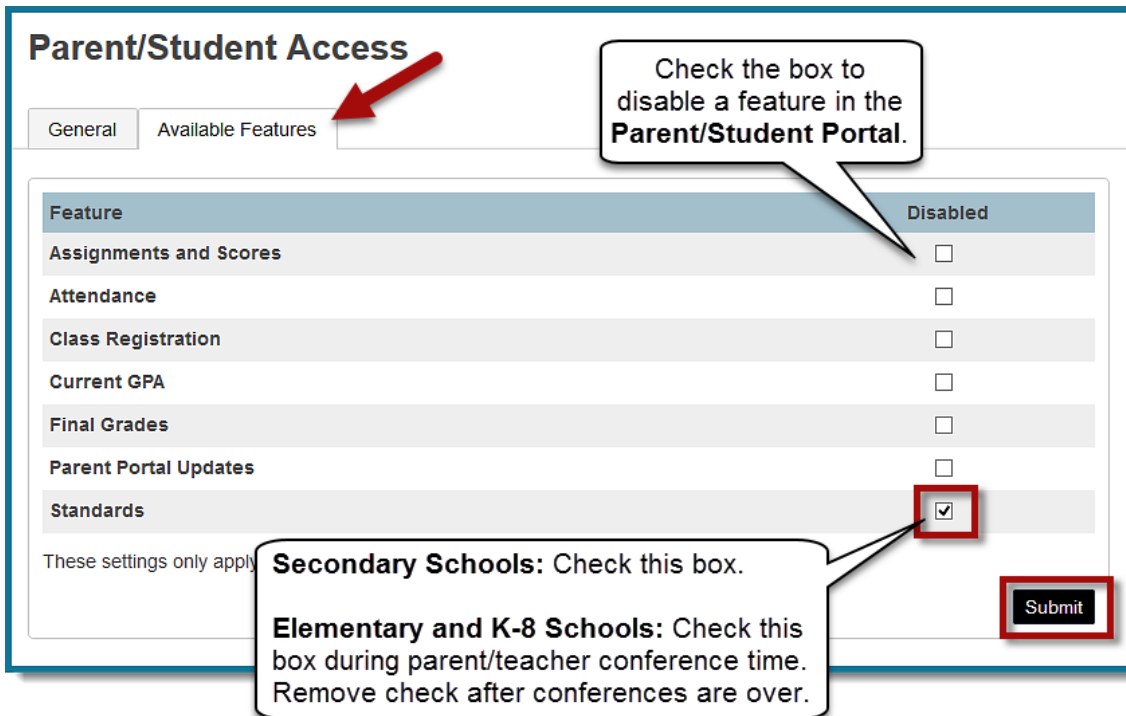


## The Available Features tab:

- Check the box of the feature you wish to disable. When a feature is disabled, parents and students will not be able to view the feature information in the Parent/Student Portal.
  - **Secondary Schools** – Check the Standards box to disable this feature in the Parent/Student Portal.
  - **Elementary and K-8 schools** – During grade reporting and parent/teacher conference time, check the Standards box to disable viewing access in the Parent/Student Portal.

After conferences are over, uncheck the Standards box to enable viewing of Standards in the Parent/Student Portal.

- Click **Submit** if you have made changes to this screen.



**Parent/Student Access**

General Available Features

Feature	Disabled
Assignments and Scores	<input type="checkbox"/>
Attendance	<input type="checkbox"/>
Class Registration	<input type="checkbox"/>
Current GPA	<input type="checkbox"/>
Final Grades	<input type="checkbox"/>
Parent Portal Updates	<input type="checkbox"/>
Standards	<input checked="" type="checkbox"/>

These settings only apply to

**Secondary Schools:** Check this box.

**Elementary and K-8 Schools:** Check this box during parent/teacher conference time. Remove check after conferences are over.

Submit

Check the box to disable a feature in the Parent/Student Portal.

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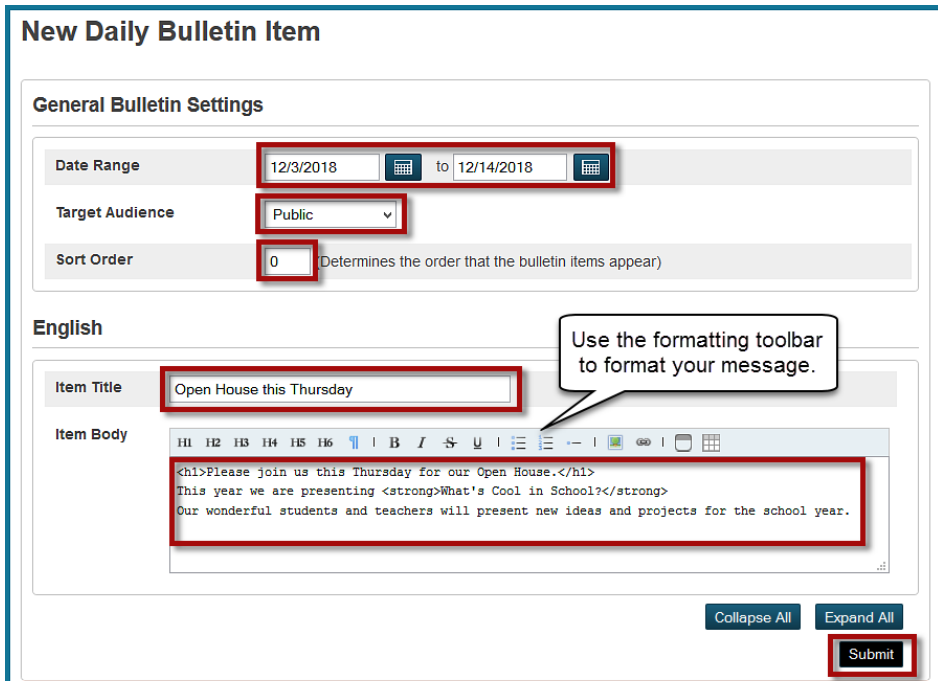
## Daily Bulletin Setup (Optional)

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The daily bulletin is a tool administrators, secretaries, counselors, teachers, and staff use to post announcements, messages, and reminders to staff in PowerSchool, and to parents and students in the PowerSchool Parent/Student Portal.

### Creating Bulletin Items

1. On the **Start Page**, click **Special Functions**.
2. Select **Daily Bulletin Setup**.
3. Click **New**.
4. Enter a **Date Range**.
5. Select the **Target Audience**.
  - **Public:** All users (administrators, parents, students, and teachers) can view the item.
  - **Teacher Users:** Administrative users and teachers can view the item.
  - **Admin Users:** Only administrative users can view the item.
6. Enter a **Sort Order:** Use the default sort order of 0 for items that are very important and need to be listed first.
7. Enter an **Item Title**.
8. In the **Item Body**, type your message using the formatting toolbar.
9. Click **Submit**.



**New Daily Bulletin Item**

**General Bulletin Settings**

Date Range: 12/3/2018 to 12/14/2018

Target Audience: Public

Sort Order: 0 (Determines the order that the bulletin items appear)

**English**

Item Title: Open House this Thursday

Item Body:

Use the formatting toolbar to format your message.

<h1>Please join us this Thursday for our Open House.</h1>  
This year we are presenting <strong>What's Cool in School?</strong>  
Our wonderful students and teachers will present new ideas and projects for the school year.

Collapse All Expand All Submit

### **Editing Bulletin Items**

1. On the **Start Page**, click **Special Functions**.
2. Select **Daily Bulletin Setup**.
3. Click the **start date** of the bulletin item you wish to edit.
4. Edit the **Date Range** or **Target Audience** fields.
5. Enter a **Sort Order**: Items that have the same sort order will sort by date.

Use the default sort order of 0 for items that are very important and need to be listed first.

6. Edit the **Item Title** and **Item Body** fields.
7. Click **Submit**.

### **Deleting Bulletin Items**

1. On the **Start Page**, click **Special Functions**.
2. Select **Daily Bulletin Setup**.
3. Click the bulletin item's **Start Date**.
4. Click **Delete**.

### **Viewing All Bulletin Items**

1. On the **Start Page**, click **Special Functions**.
2. Select **Daily Bulletin Setup**.
3. Below the list of items, click **Show All Bulletin Items**, including expired terms.

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## School Map Setup (Optional)

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You can upload a map of your school that is viewable on the **School Information** page in the Parent/Student Portal.

The following formats are recommended for upload: PDF, JPEG, PNG.

How to Upload a School Map:

1. On the **Start Page** under Setup, select **School**.
2. On the **School Setup** page under General, select **School Map**.
3. Click **Choose file (or Browse)** on the School Map page.
4. Select the **School map file**.
5. Click **Submit**.
6. The map file appears as a download link on the School Map page.

How to Delete a School Map:

If you need to remove the School Map, do the following:

1. On the **Start Page** under Setup, select **School**.
2. On the **School Setup** page under General, click **School Map**.
3. Click **Delete School Map**. The School Map page appears and the school map link is removed.

# Part 3: Enabling Portal Access

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# Enabling Parent Access and Assigning Access ID and Access Password

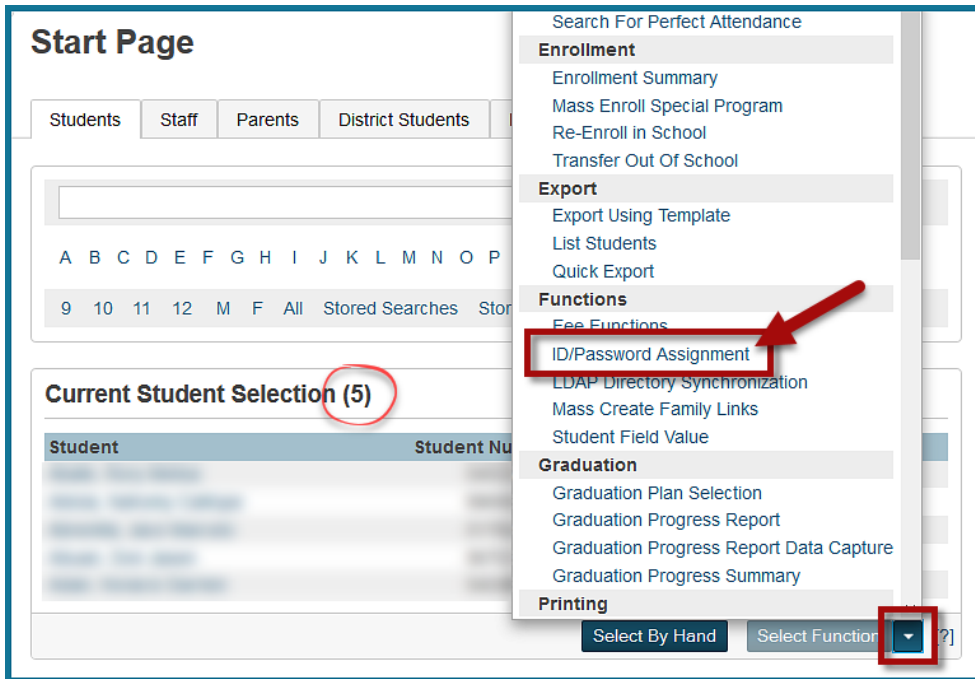
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Before parents are able to create an account, you must enable their access to Parent Portal and assign them an Access ID and Password. This access information is the key for parents to create an account to link their student to their Parent Portal account.

**NOTE:** This process *does not assign or change* the Student's Username or Password

## Group of Students: Enable Parent Access and Assign Parent Access Information

1. On the **Start Page**, select the group of students whose parents have requested access to Parent Portal.
2. Click the **Select Function** menu.
3. Select **ID/Password Assignment**.



The screenshot shows the 'Start Page' interface. At the top, there are tabs for 'Students', 'Staff', 'Parents', and 'District Students'. Below the tabs is a search bar and a grid of letters (A through P) for filtering. A section titled 'Current Student Selection (5)' is circled in red. A dropdown menu is open, showing various functions. The 'ID/Password Assignment' option is highlighted with a red box and a red arrow. At the bottom right, there is a 'Select Function' button with a dropdown arrow, also highlighted with a red box.

4. On the **Assign ID and Password** page, the radio button defaults to the student group.
5. All other fields are set by default and disabled.
6. Click **Submit**.

### Assign IDs & Passwords

For ALL CURRENTLY ENROLLED STUDENTS (changes all IDs/passwords for all students)  
 For the selected 5 students only ←  
 For Abate, Rory Melissa only

Don't overwrite any existing IDs or passwords

In case of conflicts append:

Assign Student Usernames and passwords       Assign Access IDs and passwords

Each Username/Access ID is  characters long and is

Each password is  characters long and is

Enable access accounts for processed students       Enable access accounts for processed parents

Assign Lunch IDs

Each Lunch ID is  digits long and is

*These values have been set for you, based on district settings.*

**Submit**

7. A **confirmation message** indicates all students have been processed. This means portal access is enabled and the system assigned an Access ID and Access Password to your current student selection. To view this information, visit the **Access Accounts** link from the Student page menu.

**Assign IDs & Passwords**

✔ All students have been processed.

**Information**

- Access Accounts ←
- Annual Parent
- Authorizations
- Addresses
- Attachments
- Custom Screens
- Demographics
- Emergency/Medical
- English Learner
- Family
- Health
- Home Language Survey
- Modify Info
- Other Information
- Student Email
- Parent Portal Updates
- Parents
- Photo
- State/Province - CA
- Student Profile
- Transportation

### Access Accounts

Arbor, Krew Patrick 3 22334 Bay

**Student Access Account**

Enable Student Access

Student Username

Student Password

Student LDAP Enabled

Auto-assign IDs and Passwords for this student

**Access Keys**

Enable Parent Access

Access ID

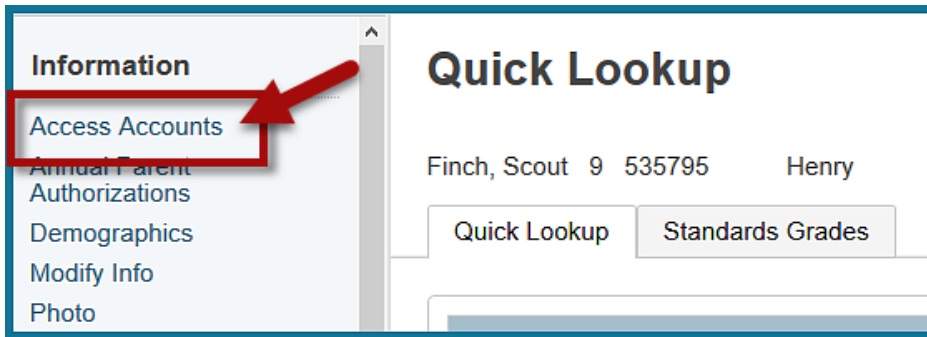
Access Password

From the Student page menu, click **Access Accounts**.

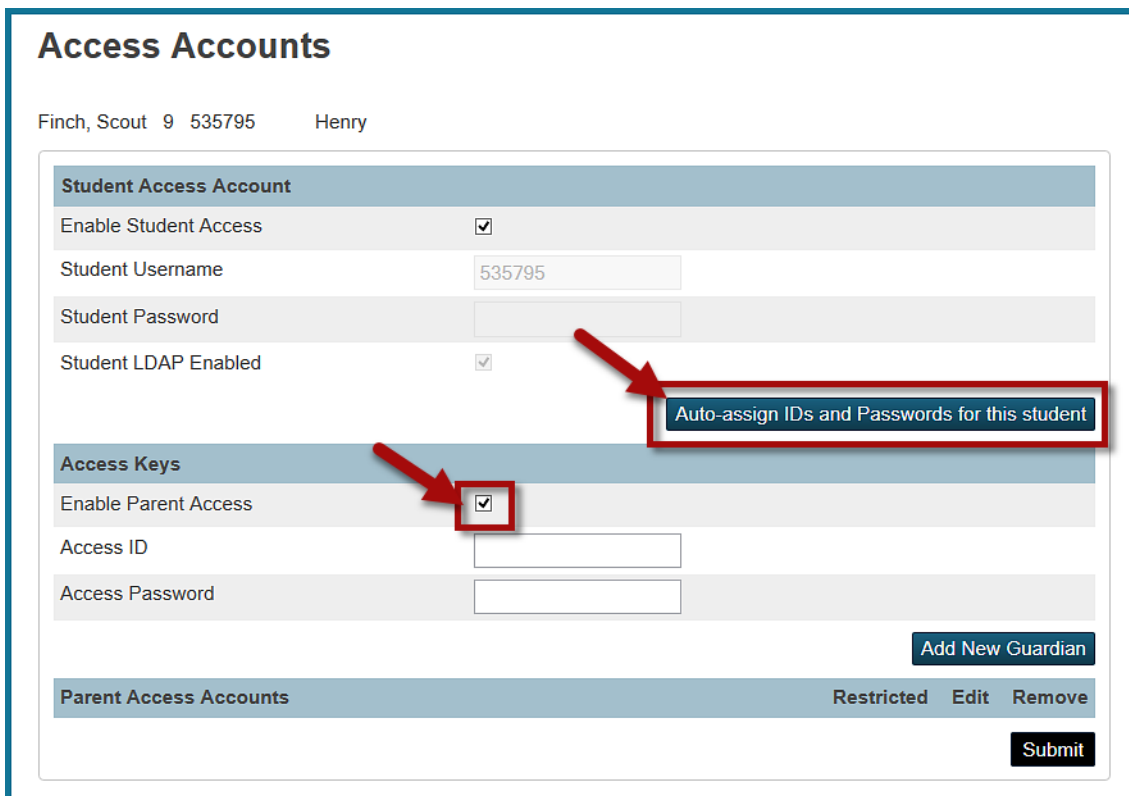
View enabled parent access and Access ID and Access Password for Parent Portal.

## Individual Student: Enable Parent Access and Assign Parent Access Information

1. On the **Start Page**, search for and select the student.
2. On the **Student Page** main menu, select **Access Accounts**.



3. On the **Access Accounts** page, check the **Enable Parent Access** box.
4. Click **Auto-Assign IDs and Passwords for this student**.

A screenshot of the 'Access Accounts' page for student 'Finch, Scout 9 535795 Henry'. The page is divided into several sections. The 'Student Access Account' section has a table with rows: 'Enable Student Access' (checked), 'Student Username' (535795), 'Student Password' (empty), and 'Student LDAP Enabled' (checked). Below this is the 'Access Keys' section with a table: 'Enable Parent Access' (checked), 'Access ID' (empty), and 'Access Password' (empty). A red box highlights the 'Enable Parent Access' checkbox with a red arrow. Another red box highlights the 'Auto-assign IDs and Passwords for this student' button with a red arrow. At the bottom right, there is an 'Add New Guardian' button and a 'Submit' button. The 'Parent Access Accounts' section at the bottom has buttons for 'Restricted', 'Edit', and 'Remove'.



5. Once the Access ID and Password have been generated, a confirmation message indicates the changes have been saved.

### Access Accounts

Finch, Scout 9 535795 Henry

✓ Changes Saved

Student Access Account	
Enable Student Access	<input checked="" type="checkbox"/>
Student Username	535795
Student Password	
Student LDAP Enabled	<input checked="" type="checkbox"/>
<a href="#">Auto-assign IDs and Passwords for this student</a>	
Access Keys	
Enable Parent Access	<input checked="" type="checkbox"/>
Access ID	12345678
Access Password	123456
<a href="#">Add New Guardian</a>	
Parent Access Accounts	
<a href="#">Restricted</a> <a href="#">Edit</a> <a href="#">Remove</a>	
<a href="#">Submit</a>	

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# Print Parent Access Information

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The school site is responsible for securely distributing Access ID and Passwords to parents/guardians. The school must verify that the person has no legal restrictions to student data before issuing the Access information. Access information may be handed to the verified parent/guardian, or it can be mailed or emailed to the address on the PK – 12 Enrollment form. *The site cannot hand the information to the student for them to take home.* Refer to Part 1, Implementation Steps, for detailed suggestions to reach parents with their access information.

## Parent Portal Access Letter (PDF)

A new report has been added to PowerSchool to simplify the process of providing parents with Access ID and Passwords for the Parent Portal. Schools can run this report for a single student or multiple students. It is available in English and Spanish with additional translations coming soon.

**Reminder!** Before running this report, Access IDs and Passwords must be set up for your school. If you run the Parent Portal Access Letter without setting up Access IDs and Passwords, the letter will have missing information.

### Create the letter for a group of students:

1. On the **Start** page, select your students
2. From the Select Function dropdown, click **Print Reports**
3. Select the **Parent Portal Access Letter**
4. Click **Submit**
5. On the **Report Queue** page, refresh the page until the status changes to **Completed**.
6. Right-click on **View** and **Open Link in New Tab**.
7. Open the tab to view and print the PDF letters.

### Create the letter for a single student:

1. On the **Start** page, select your student
2. Select **Print a Report** in the upper, left-hand corner of the page
3. Select the **Parent Portal Access Letter**
4. Click **Submit**.
5. On the **Report Queue** page, refresh the page until the status changes to **Completed**.
6. Right-click on **View** and **Open Link in New Tab**.
7. Open the tab to view and print the PDF letters.

Sample



Roosevelt International Middle  
3366 Park Bl  
San Diego, CA 92103  
Phone: (619) 293-4450

May 20, 2019

To the Parent / Guardian of **Fox Mack**:

After you create a Parent Portal account, you will have access to view Fox's current grades, attendance, and schedule information. If you have internet access, you can view this information at any time.

You will need this *Access ID* and *Access Password* to link Fox's information to your Parent Portal account:

Access ID: 70732935

Access Password: 167892

Please keep your access information confidential.

For step-by-step instructions on creating your Parent Portal account, visit the Parent Portal website at <https://powerschool.sandi.net> and click the Video Tutorial or Instructions link.

Please contact Roosevelt International Middle at (619) 293-4450 for more information.

---

# Enabling Student Access

---

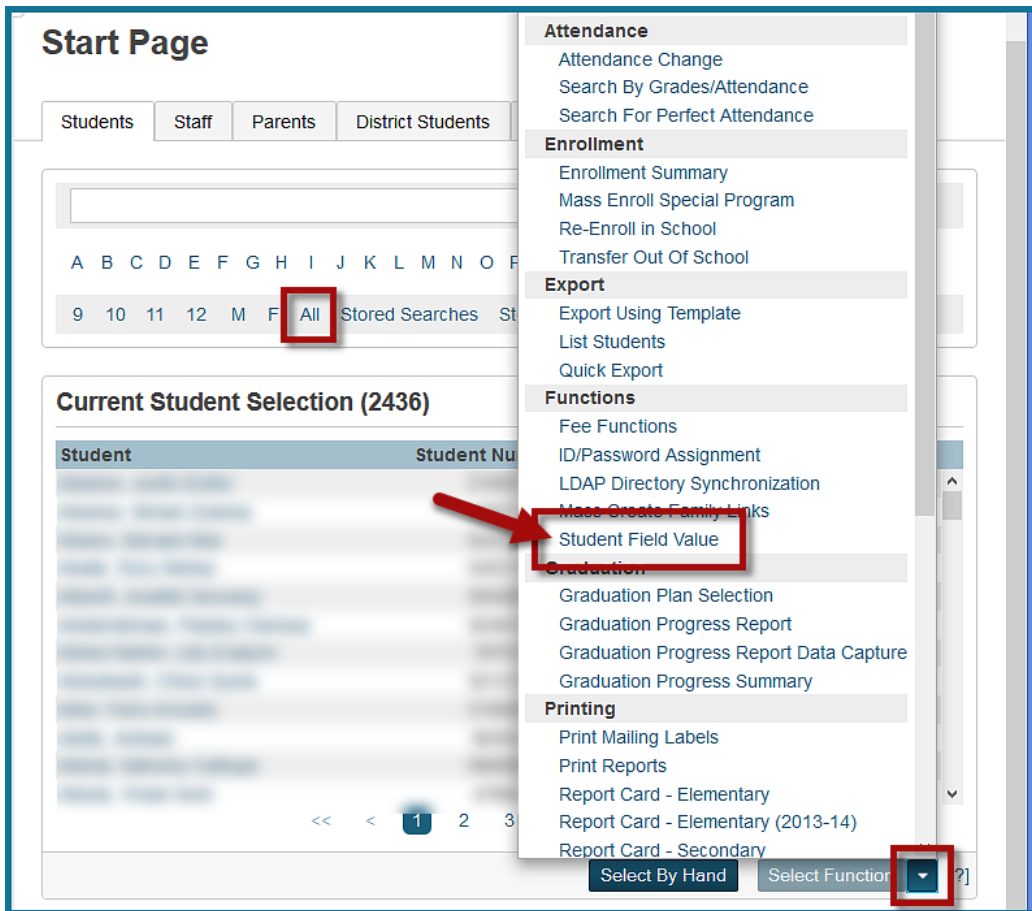
When **Student Access** is enabled, the student is able to sign on to the PowerSchool Student Portal. Students log in using their Active Directory (AD) username and password.

For instructions on obtaining student usernames and passwords, see the [System Administration for Power Users Handbook: Accessing Student AD Usernames and Passwords](#)

## Mass Enabling Student Portal Access for All Students

Mass enabling Student Access usually takes place at the beginning of school with a new group of incoming students. Mass enabling will not affect students that already have access.

1. On the **Start Page**, select **All** students
2. Click the **Select Functions** button and select **Student Field Value**.



The screenshot displays the PowerSchool 'Start Page' interface. At the top, there are tabs for 'Students', 'Staff', 'Parents', and 'District Students'. Below these is a search bar and a grid of student selection options (A-Z, 9-12, M, F, All, Stored Searches, St). The 'All' option is highlighted with a red box. Below the grid is a table titled 'Current Student Selection (2436)' with columns for 'Student' and 'Student Nu'. A red arrow points from the 'All' selection to the 'Student Field Value' option in the 'Functions' menu. The 'Functions' menu is open, showing options like 'Fee Functions', 'ID/Password Assignment', 'LDAP Directory Synchronization', 'Mass Create Family Links', 'Student Field Value', 'Graduation', 'Graduation Plan Selection', 'Graduation Progress Report', 'Graduation Progress Report Data Capture', 'Graduation Progress Summary', and 'Printing'. The 'Student Field Value' option is highlighted with a red box. At the bottom right, there are buttons for 'Select By Hand' and 'Select Function', with a red box around the 'Select Function' button.

3. On the **Student Field Value** screen, select **Allow Student Portal Login**.
4. Enter the number **1** in the **New Field Value** window.
5. Click **Submit**.

### Student Field Value

2436 Students are selected

Option	Value
Field To Change (Fields)	Allow Student Portal Login ✓
New Field Value	1

Clear Field Value  
Insert \* to use the current field value with the new field value.

Do not overwrite existing data.

WARNING: This change is irreversible.

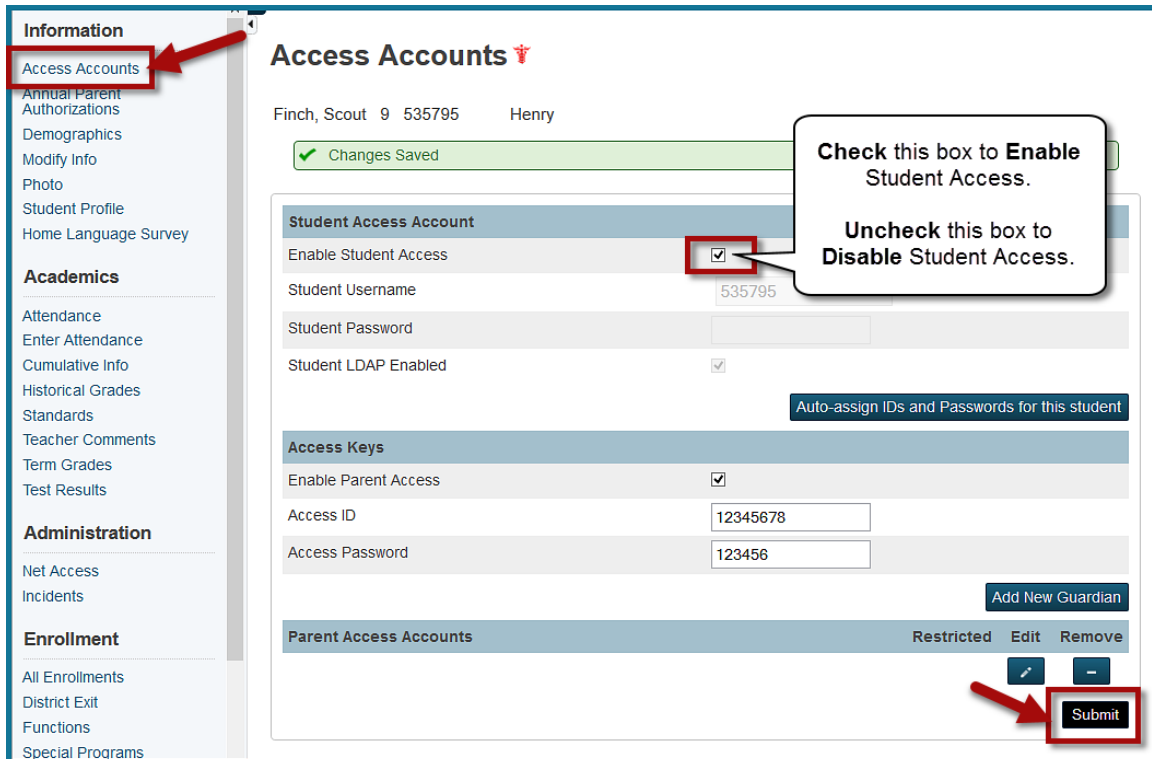
**Submit**

## Enabling Access for an Individual Student

1. On the **Start Page**, select the student.
2. From the **Student page**, select **Access Accounts**.
3. On the **Access Accounts** screen, check the **Enable Student Access** box.
4. Click **Submit**.

## Disabling Access for an Individual Student

1. On the **Start Page**, select the student.
2. From the **Student Page**, select **Access Accounts**.
3. On the **Access Accounts** screen, **uncheck** the **Enable Student Access** box.
4. Click **Submit**.



**Information**

- Access Accounts
- Annual Parent Authorizations
- Demographics
- Modify Info
- Photo
- Student Profile
- Home Language Survey

**Academics**

- Attendance
- Enter Attendance
- Cumulative Info
- Historical Grades
- Standards
- Teacher Comments
- Term Grades
- Test Results

**Administration**

- Net Access
- Incidents

**Enrollment**

- All Enrollments
- District Exit
- Functions
- Special Programs

### Access Accounts

Finch, Scout 9 535795 Henry

Changes Saved

**Student Access Account**

Enable Student Access

Student Username 535795

Student Password

Student LDAP Enabled

Auto-assign IDs and Passwords for this student

**Access Keys**

Enable Parent Access

Access ID 12345678

Access Password 123456

Add New Guardian

**Parent Access Accounts** Restricted Edit Remove

Submit

Check this box to **Enable** Student Access.  
Uncheck this box to **Disable** Student Access.

# Part 4: Troubleshooting to Support Parents

---

## Support for Parents

---

Each individual school site is responsible for supporting their parents with Parent Portal issues. **Do not** refer them to the Help Desk for support. If you have a question or need to report an issue, contact the Help Desk at (619) 209- HELP.

Occasionally, the school site Power Users may be asked to create a Portal account for a parent who is having difficulty creating one for themselves.

Even though parents have the ability to manage their portal account and password, Power Users may also be asked to reset parent account passwords or enable accounts that have been disabled.

**NOTE:** Each time a parent account is created or updated, an email notification is automatically sent to the parent.

If your school does not want the parent to receive a notification of a change, the parent account should be disabled before making the update, then re-enabled after the update has been submitted. (See page46, **Disabling a Parent Account**).



---

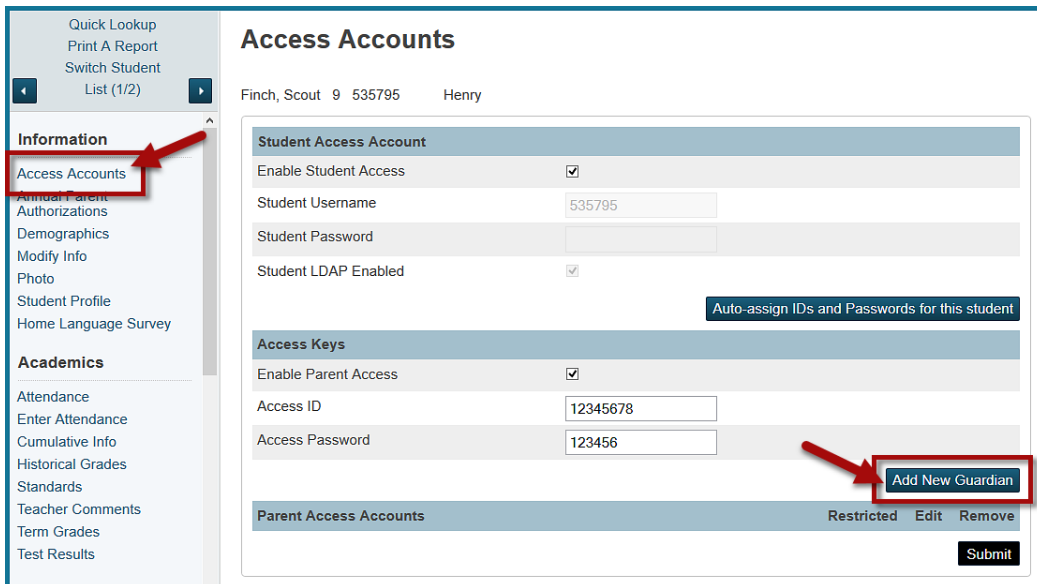
## In PowerSchool: Create a Parent Portal Account and Link the Student

Parent Portal Accounts can be created using one of two methods:

- Using the **Access Accounts** link on the Student page.
- Using the **Parent** tab or the **Parent Search** link on the Start Page.

### Using the Student Page to Create a Parent Account

1. On the **Start Page**, search for and select the student.
2. On the **Student** page, under Information, select **Access Accounts**.
3. On the **Access Accounts** page, click the **Add New Guardian** button.



Quick Lookup  
Print A Report  
Switch Student  
List (1/2)

### Access Accounts

Finch, Scout 9 535795 Henry

**Information**

- Access Accounts
- Annual Parent Authorizations
- Demographics
- Modify Info
- Photo
- Student Profile
- Home Language Survey

**Academics**

- Attendance
- Enter Attendance
- Cumulative Info
- Historical Grades
- Standards
- Teacher Comments
- Term Grades
- Test Results

**Student Access Account**

Enable Student Access

Student Username

Student Password

Student LDAP Enabled

[Auto-assign IDs and Passwords for this student](#)

**Access Keys**

Enable Parent Access

Access ID

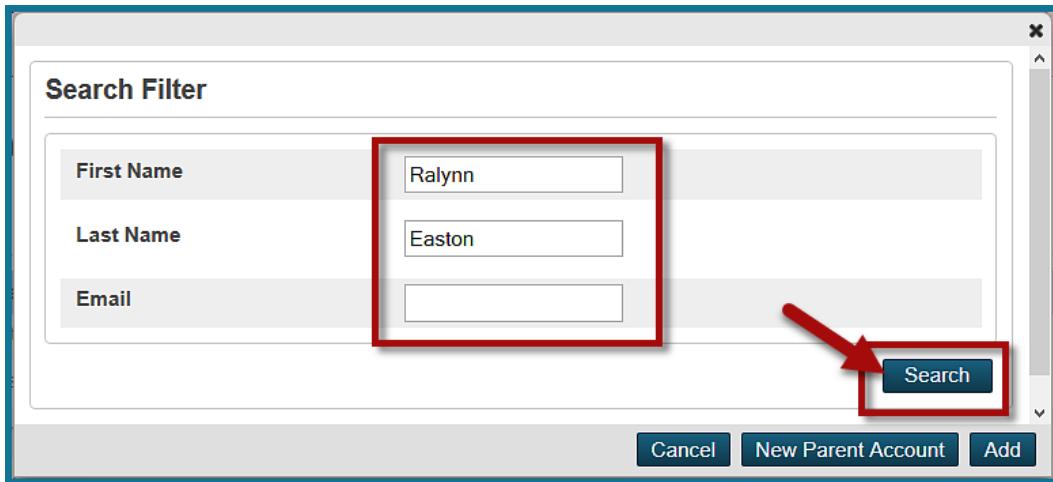
Access Password

[Add New Guardian](#)

**Parent Access Accounts** Restricted Edit Remove

[Submit](#)

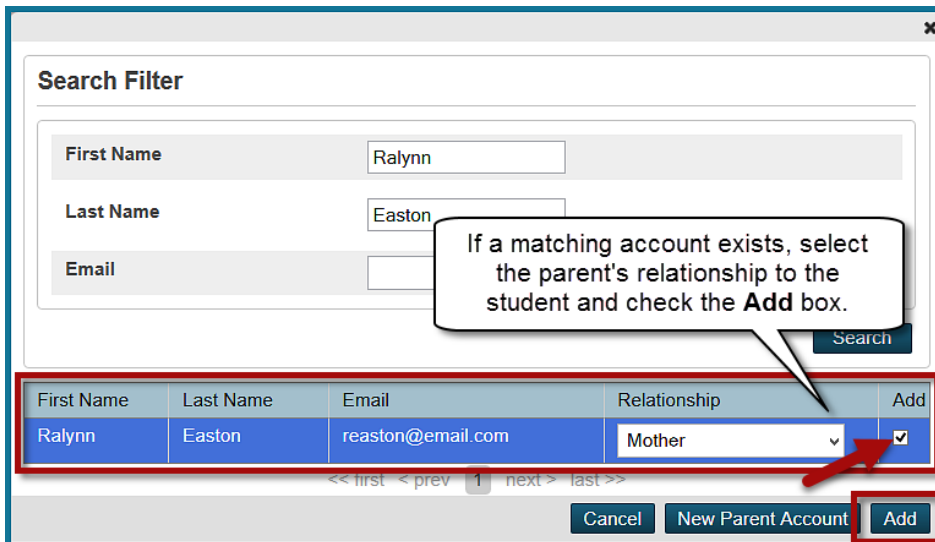
- On the **Search Filter** pop-up window, enter the parents name to check for an existing portal account.



### If a Matching Account Exists

The parent's name will be listed.

- Select the *parent's relationship to the student* from the **Relationship** drop-down menu.
- Check the **Add** box.
- Click the **Add** button.



First Name	Last Name	Email	Relationship	Add
Ralynn	Easton	reason@email.com	Mother	<input checked="" type="checkbox"/>

A confirmation message states that the **Changes were Saved**, and the parent appears on the **Access Accounts** page.

### Access Accounts

Finch, Scout 9 535795    Henry

✓ Changes Saved

---

#### Student Access Account

Enable Student Access

Student Username

Student Password

Student LDAP Enabled

[Auto-assign IDs and Passwords for this student](#)

---

#### Access Keys

Enable Parent Access

Access ID

Access Password

[Add New Guardian](#)

---

#### Parent Access Accounts

Restricted   Edit   Remove

Ralynn Easton	<a href="#">✎</a>	<a href="#">✖</a>
---------------	-------------------	-------------------

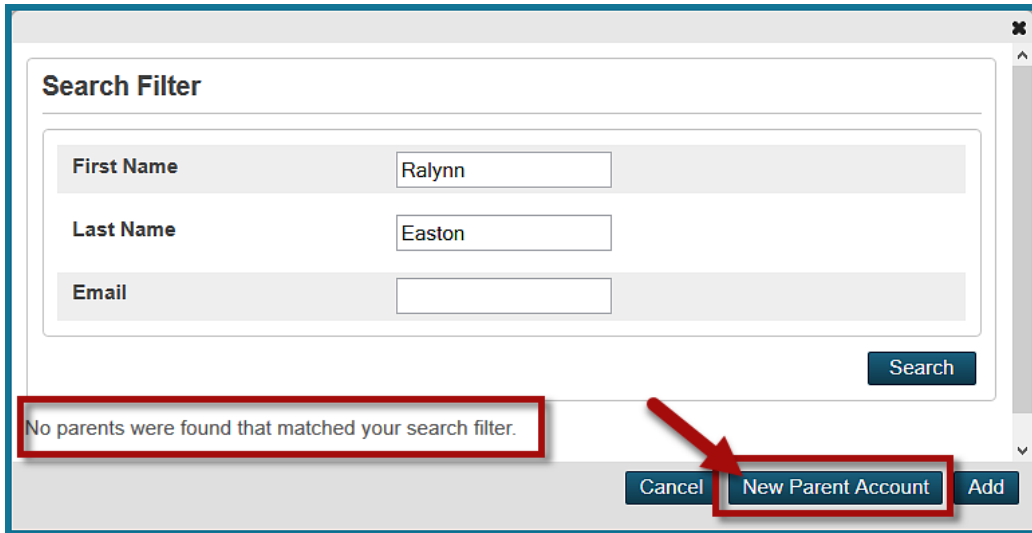
[Submit](#)

---

## If a Matching Account Does Not Exist

You will receive a message that states **No Parents were found that matched your search filter.**

1. Select **New Parent Account.**



The screenshot shows a "Search Filter" window with three input fields: "First Name" (containing "Ralynn"), "Last Name" (containing "Easton"), and "Email" (empty). A "Search" button is located to the right of the fields. Below the fields, a message states "No parents were found that matched your search filter." A red box highlights this message, and a red arrow points from it to the "New Parent Account" button in the bottom right corner of the window. Other buttons visible are "Cancel" and "Add".

2. On the **New Parent** pop-up window, enter the parent's **First Name** and **Last Name**.
3. Enter the parent's **Email Address**.

This email address is unique to this Parent Portal account. Each parent/guardian must have their own email address.

4. **Relationship:** Select the *parent's relationship to the student* from the drop-down menu.
5. Enter the **Username** the parent will use to sign in to the Parent Portal.

Usernames are unique. You will be prompted if the username is already in use.

6. Enter a **Password** (*changeme* or *password* are good examples).

This password will be temporary. The parent will be prompted to change it when they sign in.

7. Re-enter the **Password**.
8. Click **Submit**.

### New Parent

<b>First Name</b>	<input type="text" value="Ralynn"/>
<b>Last Name</b>	<input type="text" value="Easton"/>
<b>Email</b>	<input type="text" value="reaston@email.com"/>
<b>Relationship</b>	<input type="text" value="Mother"/>
<b>Username</b>	<input type="text" value="reaston"/>
<b>Password</b>	<input type="password" value="....."/>
<b>Re-enter Password</b>	<input type="password" value="....."/>

Cancel
Submit

A confirmation message states that the **Changes were Saved**, and the parent appears on the **Access Accounts** page.

### Access Accounts

Finch, Scout 9 535795 Henry

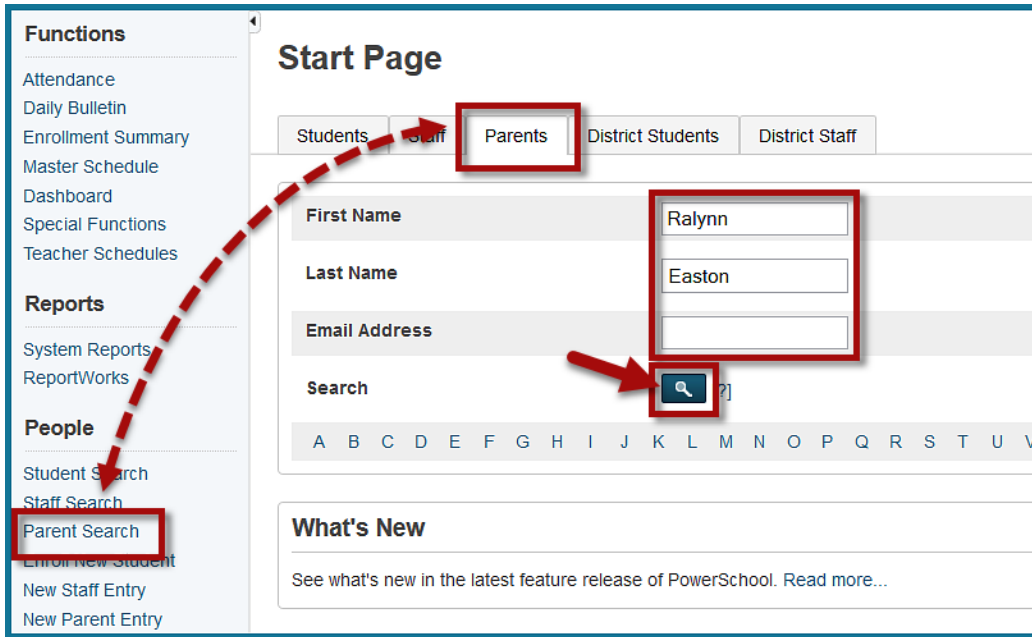
✓ Changes Saved

<b>Student Access Account</b>	
Enable Student Access	<input checked="" type="checkbox"/>
Student Username	<input type="text" value="535795"/>
Student Password	<input type="password"/>
Student LDAP Enabled	<input checked="" type="checkbox"/>
<span style="background-color: #336699; color: white; padding: 2px 5px;">Auto-assign IDs and Passwords for this student</span>	
<b>Access Keys</b>	
Enable Parent Access	<input checked="" type="checkbox"/>
Access ID	<input type="text" value="12345678"/>
Access Password	<input type="text" value="123456"/>
<span style="background-color: #336699; color: white; padding: 2px 5px;">Add New Guardian</span>	
<b>Parent Access Accounts</b> <span style="float: right; font-size: x-small;">Restricted Edit Remove</span>	
Ralynn Easton	<span style="background-color: #336699; color: white; padding: 2px 5px;">✎</span> <span style="background-color: #336699; color: white; padding: 2px 5px;">✖</span>
<span style="background-color: #336699; color: white; padding: 2px 5px;">Submit</span>	

---

## Using the Parent Tab or Parent Search Link to Create the Parent Account

1. On the **Start Page**, select the **Parents** tab or the **Parent Search** link.
2. Search using the parent's First Name, Last Name or email address.
3. Click the **search button**.



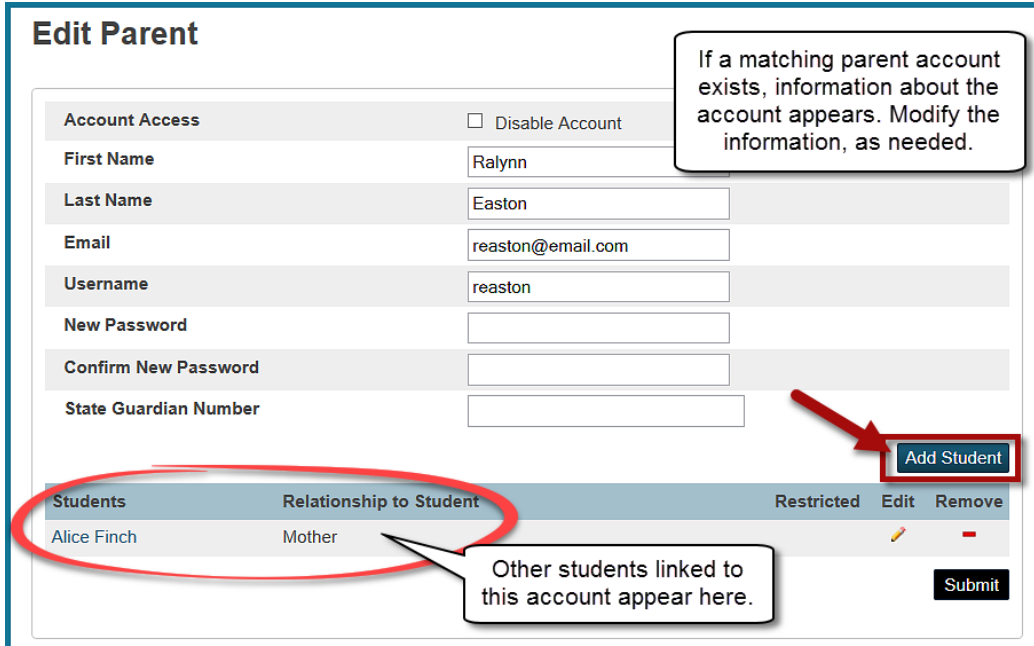
The screenshot displays the 'Start Page' interface. On the left is a navigation menu with sections: 'Functions' (Attendance, Daily Bulletin, Enrollment Summary, Master Schedule, Dashboard, Special Functions, Teacher Schedules), 'Reports' (System Reports, ReportWorks), and 'People' (Student Search, Staff Search, Parent Search, Enroll New Student, New Staff Entry, New Parent Entry). The 'Parent Search' link is highlighted with a red box. A red dashed arrow points from this link to the 'Parents' tab in the top navigation bar, which is also highlighted with a red box. Below the tabs are input fields for 'First Name' (containing 'Ralynn'), 'Last Name' (containing 'Easton'), and 'Email Address'. A red arrow points to the 'Search' button, which is a magnifying glass icon inside a red box. Below the search fields is an alphabetical index (A-Z) and a 'What's New' section with a link to read more.

## If a Matching Account Exists

Information about the matching account appears on the **Edit Parent** page.

**IMPORTANT!** If a student from another school has been linked to the parent’s account, that student will show up in the matching account information. Schools should be very careful to only modify Parent Portal information for parents associated to students at your school.

1. On the **Edit Parent** page, click **Add Student**.



**Edit Parent**

Account Access  Disable Account

First Name

Last Name

Email

Username

New Password

Confirm New Password

State Guardian Number

If a matching parent account exists, information about the account appears. Modify the information, as needed.

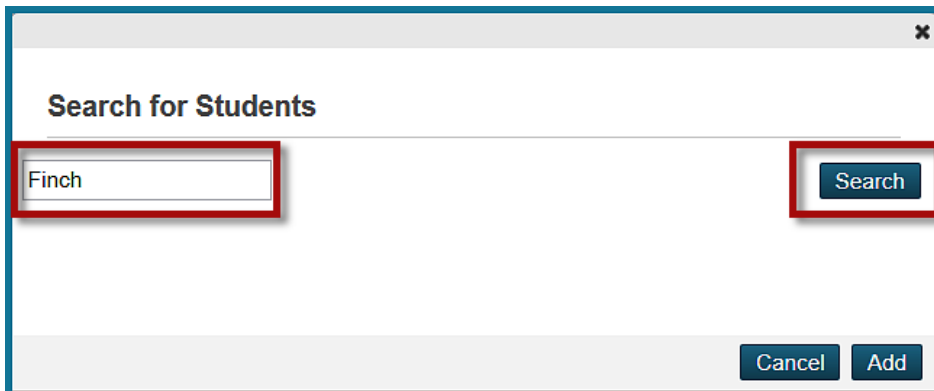
**Add Student**

Students	Relationship to Student	Restricted	Edit	Remove
Alice Finch	Mother			

Other students linked to this account appear here.

**Submit**

2. On the **Search for Students** screen, enter the student’s last name and click **Search**. You are searching for students with this last name at *YOUR* school.

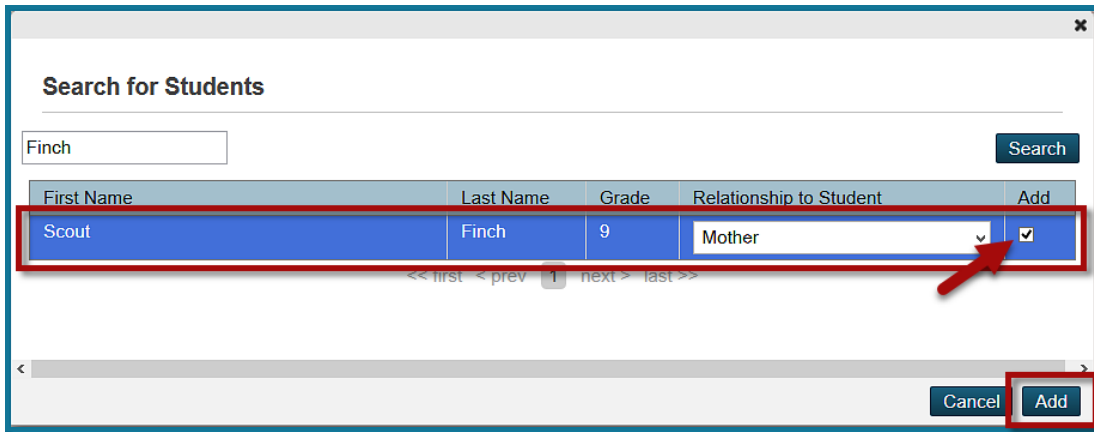


**Search for Students**

**Search**

**Cancel** **Add**

- Next to the appropriate student, select the *parent's relationship to the student* from the **Relationship to Student** drop-down menu, and check the **Add** box.
- Click the **Add** button.



**Search for Students**

Finch Search

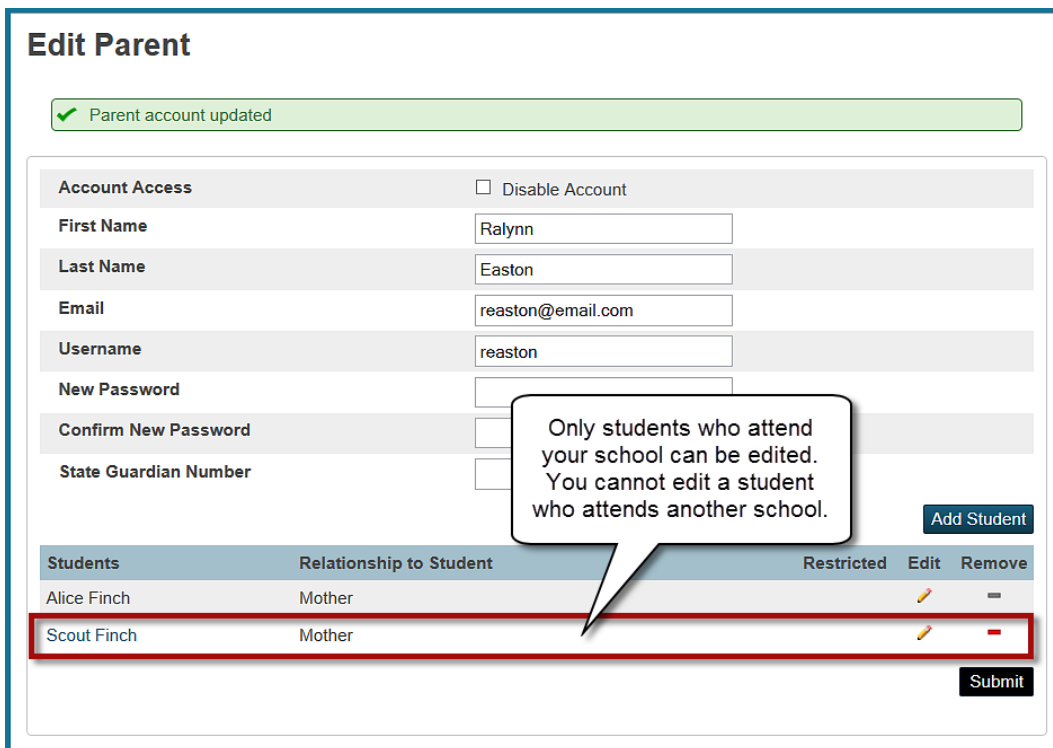
First Name	Last Name	Grade	Relationship to Student	Add
Scout	Finch	9	Mother	<input checked="" type="checkbox"/>

<< first < prev 1 next > last >>

Cancel Add

A confirmation message states that the Parent account was updated, and the student appears on the **Edit Parent** page.

Students who appear on this screen are linked to the parent's account. Only students who attend your school can be edited. You cannot update or remove a student who attends another school.



**Edit Parent**

✓ Parent account updated

**Account Access**  Disable Account

First Name: Ralynn

Last Name: Easton

Email: reaston@email.com

Username: reaston

New Password:

Confirm New Password:

State Guardian Number:

Add Student

Students	Relationship to Student	Restricted	Edit	Remove
Alice Finch	Mother			-
Scout Finch	Mother			-

Submit

Only students who attend your school can be edited. You cannot edit a student who attends another school.

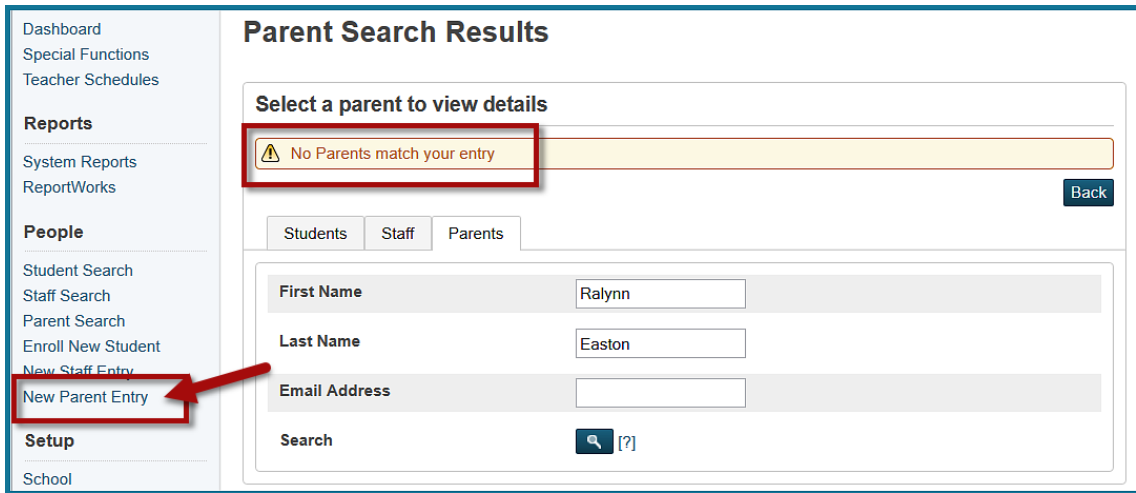


---

## If a Matching Account Does Not Exist

You will receive a message that states **No Parents match your entry**.

1. Select **New Parent Entry** to create a new account.



The screenshot shows the 'Parent Search Results' page. On the left sidebar, the 'New Parent Entry' option is highlighted with a red box and an arrow. The main content area shows a search form with the following fields: First Name (Ralynn), Last Name (Easton), and Email Address. A yellow warning message with a red border and a warning icon states 'No Parents match your entry'. A 'Back' button is visible in the top right corner of the search results area.

2. On the **New Parent Account** page, enter the parent's **First Name** and **Last Name**.
3. Enter the parent's **Email Address**.

This email address is unique to this Parent Portal account. Each parent/guardian must have their own email address.

4. Enter the **Username** the parent will use to sign in to the Parent Portal.

Usernames are unique. You will be prompted if the username is already in use.

5. Enter a **Password** (*changeme* or *password* are good examples).

This password will be temporary. The parent will be prompted to change it when they sign in.

6. Re-enter the **Password**.
7. Click **Submit**.

### New Parent Account

Account Locked/Disabled

First Name: Ralynn

Last Name: Easton

Email: reaston@email.com

Username: reaston

Password: .....

Re-enter Password: .....

Enter a temporary password that is easy for the parent to remember. The parent will be prompted to create their own unique password when they sign in.

You will be taken back to the **Edit Parent** page.

8. Click **Add Student**.

### Edit Parent

Account Access  Disable Account

First Name: Ralynn

Last Name: Easton

Email: reaston@email.com

Username: reaston

New Password: .....

Confirm New Password: .....

State Guardian Number: .....

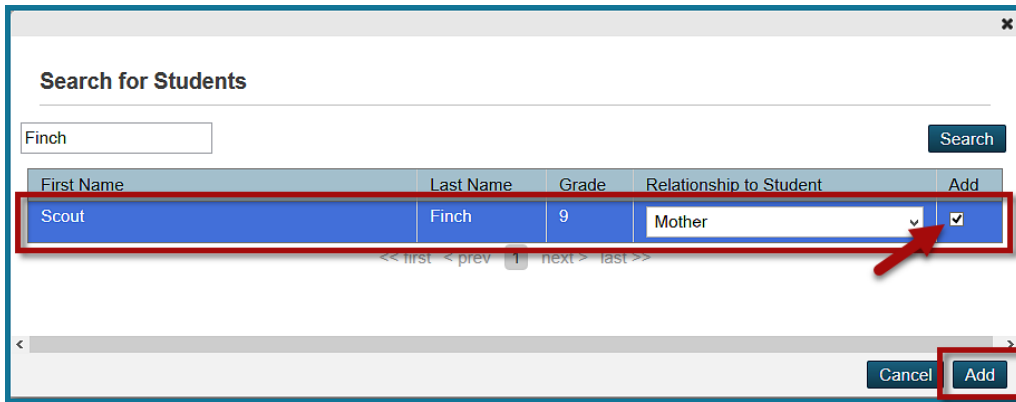
Students	Relationship to Student	Restricted	Edit	Remove

9. On the **Search for Students** screen, enter the student's last name and click **Search**.

### Search for Students

Finch

10. Next to the appropriate student, select the relationship from the **Relationship to Student** drop-down menu, and check the **Add** box.
11. Click the **Add** button.



**Search for Students**

Finch Search

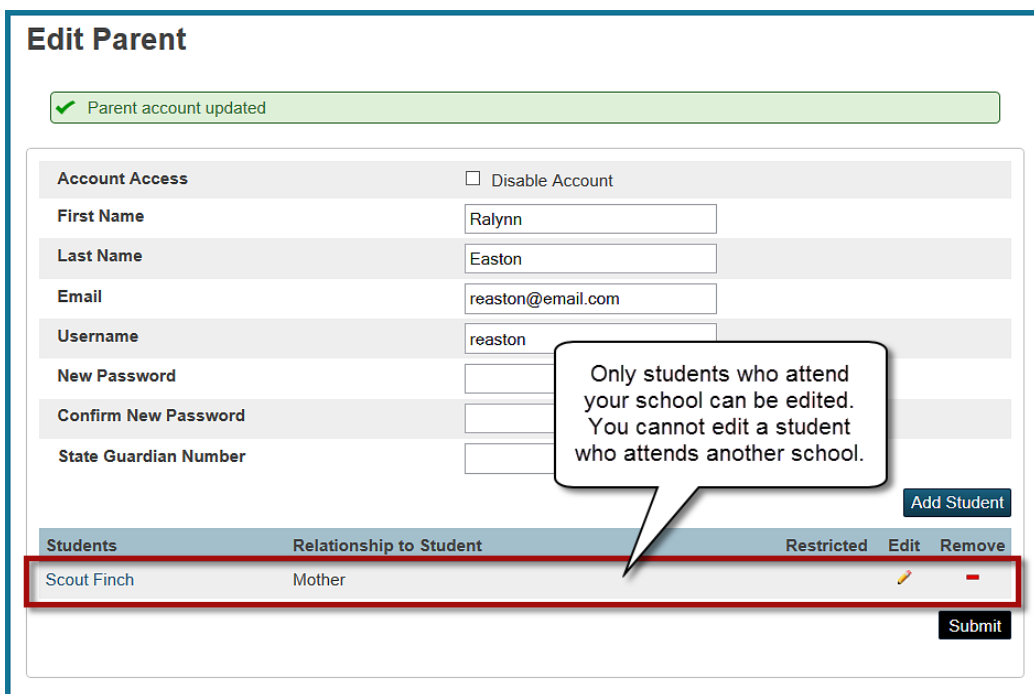
First Name	Last Name	Grade	Relationship to Student	Add
Scout	Finch	9	Mother	<input checked="" type="checkbox"/>

<< first < prev 1 next > last >>

Cancel Add

A confirmation message states that the Parent account was updated, and the student appears on the **Edit Parent** page.

Students who appear on this screen are linked to the parent’s account. Only students who attend your school can be edited. You cannot update or remove a student who attends another school.



**Edit Parent**

✓ Parent account updated

Account Access  Disable Account

First Name: Ralynn

Last Name: Easton

Email: reaston@email.com

Username: reaston

New Password:

Confirm New Password:

State Guardian Number:

Add Student

Students	Relationship to Student	Restricted	Edit	Remove
Scout Finch	Mother			<span style="border: 1px solid red; padding: 2px;">-</span>

Submit

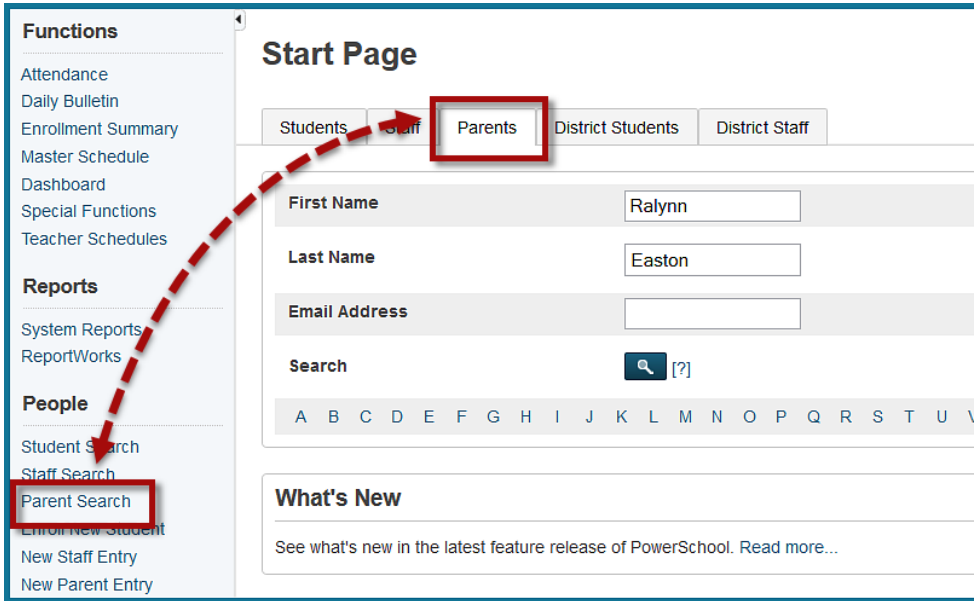
Only students who attend your school can be edited. You cannot edit a student who attends another school.

## Adding a Student to a Parent Account

If a parent needs help adding their student to their account, the Power User can do it for them.

The parent must have a parent portal account before the student can be added.

1. On the **Start Page**, select the **Parents** tab, or the **Parents Search** link.



**Start Page**

Students **Parents** District Students District Staff

First Name: Ralynn

Last Name: Easton

Email Address: [ ]

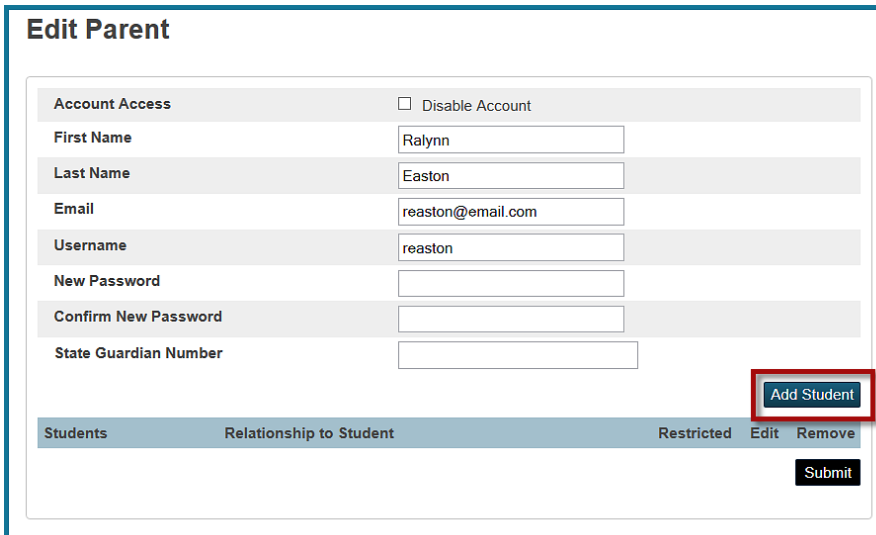
Search: [ ] [?]

A B C D E F G H I J K L M N O P Q R S T U V

**What's New**

See what's new in the latest feature release of PowerSchool. Read more...

2. Search for the parent. The information about the account appears on the **Edit Parent** screen.
3. Click **Add Student**.



**Edit Parent**

Account Access  Disable Account

First Name: Ralynn

Last Name: Easton

Email: reaston@email.com

Username: reaston

New Password: [ ]

Confirm New Password: [ ]

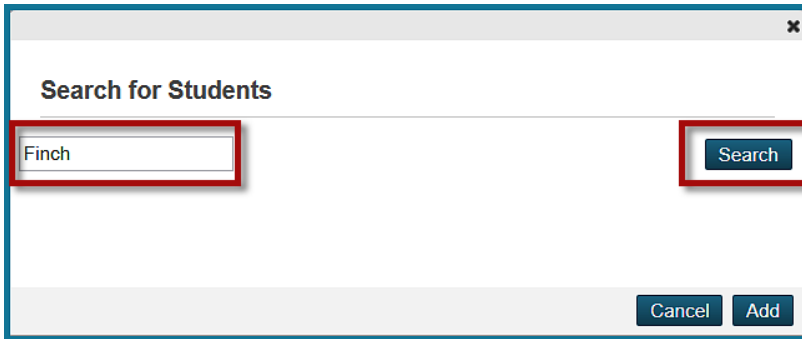
State Guardian Number: [ ]

**Add Student**

Students	Relationship to Student	Restricted	Edit	Remove

**Submit**

- On the **Search for Students** screen, enter the student's last name and click **Search**.

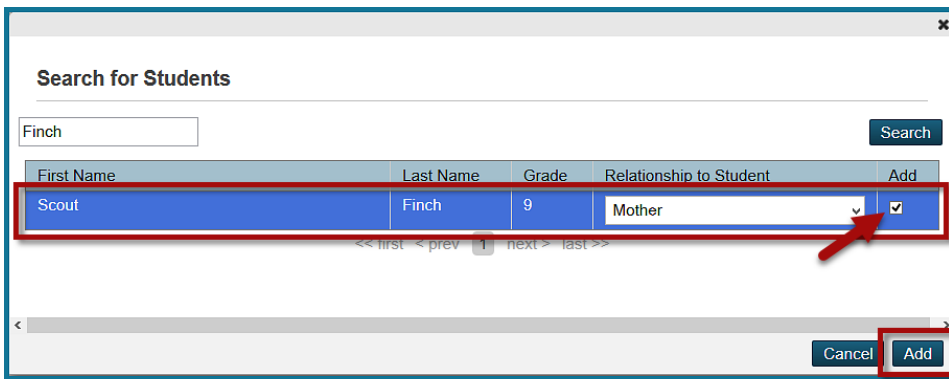


**Search for Students**

Finch Search

Cancel Add

- Next to the appropriate student, select the *parent's relationship to the student* from the **Relationship to Student** drop-down menu, and check the **Add** box.
- Click the **Add** button.



**Search for Students**

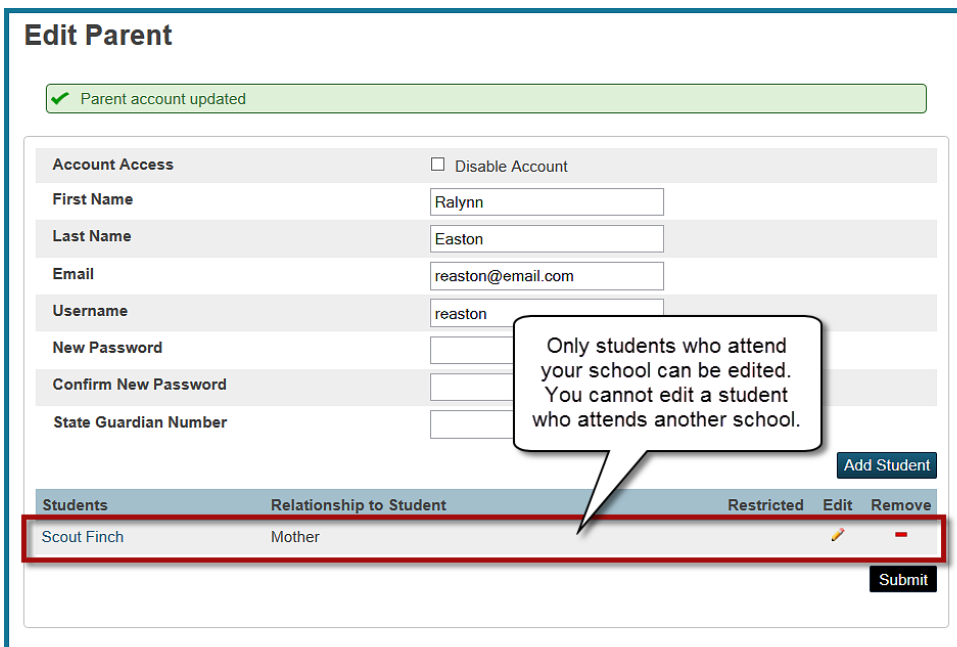
Finch Search

First Name	Last Name	Grade	Relationship to Student	Add
Scout	Finch	9	Mother	<input checked="" type="checkbox"/>

<< first < prev 1 next > last >>

Cancel Add

- The added student appears on the **Edit Parent** page.



**Edit Parent**

✓ Parent account updated

Account Access  Disable Account

First Name

Last Name

Email

Username

New Password

Confirm New Password

State Guardian Number

Add Student

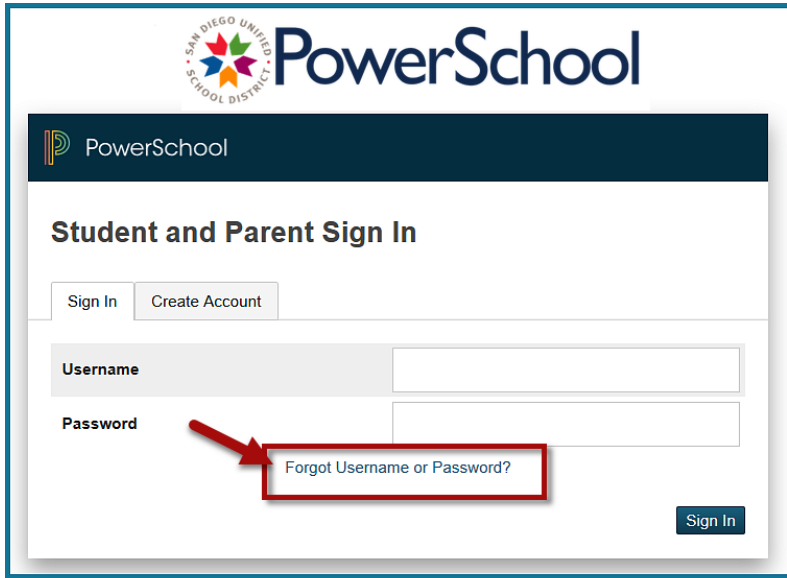
Students	Relationship to Student	Restricted	Edit	Remove
Scout Finch	Mother			<span style="border: 1px solid red; padding: 2px;">-</span>

Submit

Only students who attend your school can be edited. You cannot edit a student who attends another school.

## Resetting a Parent Account Password

Parents have the ability to recover and reset their password by clicking the **Having trouble signing in?** link on the **Student and Parent Sign in** page.



PowerSchool

### Student and Parent Sign In

Sign In Create Account

Username

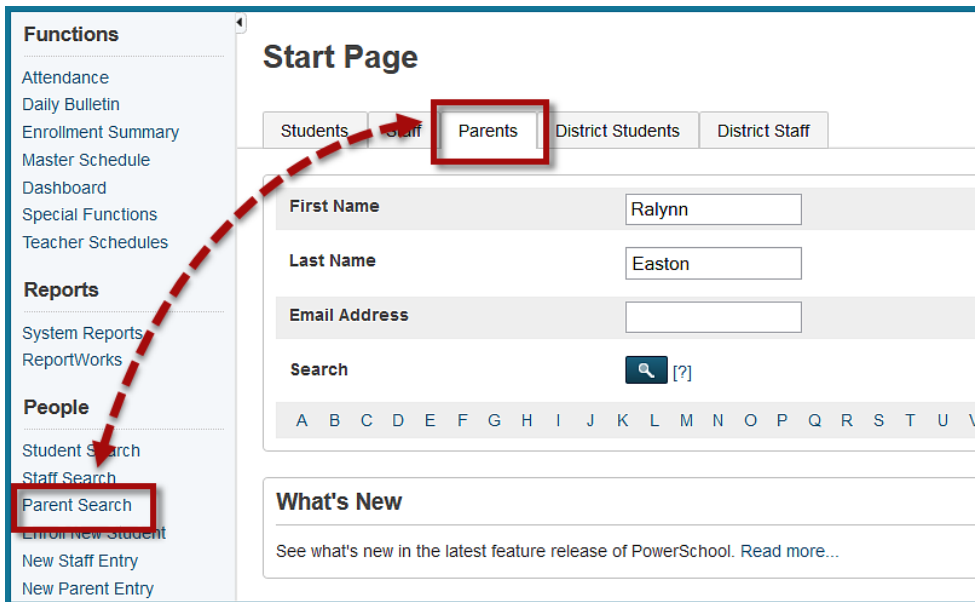
Password

[Forgot Username or Password?](#)

Sign In

Occasionally, school site Power Users may be asked to assist with password reset if the parent is experiencing difficulty with the process.

1. On the **Start Page**, select the **Parents** tab, or the **Parents Search** link.



Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports
- ReportWorks

People

- Student Search
- Staff Search
- Parent Search**
- Enroll New Student
- New Staff Entry
- New Parent Entry

### Start Page

Students **Parents** District Students District Staff

First Name

Last Name

Email Address

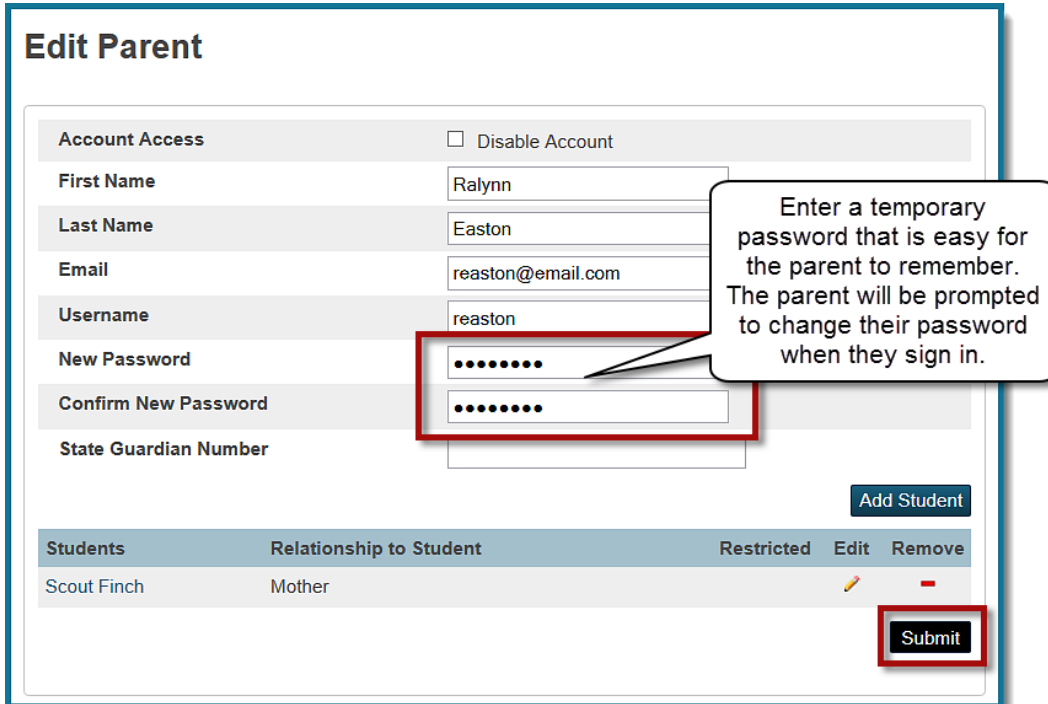
Search  [?]

A B C D E F G H I J K L M N O P Q R S T U V

### What's New

See what's new in the latest feature release of PowerSchool. [Read more...](#)

2. Search for the parent. The information about the account appears on the **Edit Parent** screen.
3. Enter a **Temporary Password** (*changeme* or *password* are good examples). The parent will be prompted to change the password when they sign in.
4. Re-enter the **Password** again exactly as you entered it above.
5. Click **Submit**.



### Edit Parent

Account Access  Disable Account

First Name: Ralynn

Last Name: Easton



Email: reaston@email.com

Username: reaston

New Password: .....

Confirm New Password: .....

State Guardian Number: \_\_\_\_\_

Students	Relationship to Student	Restricted	Edit	Remove
Scout Finch	Mother			

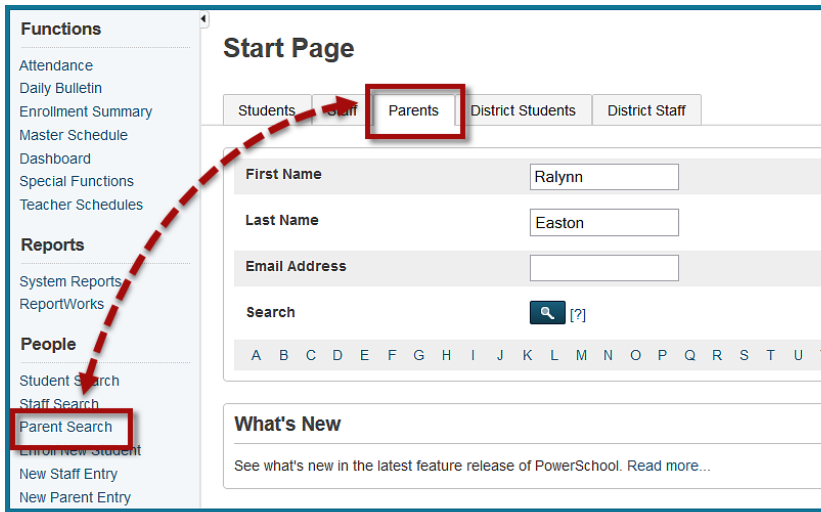
Enter a temporary password that is easy for the parent to remember. The parent will be prompted to change their password when they sign in.

## Disabling a Parent Account

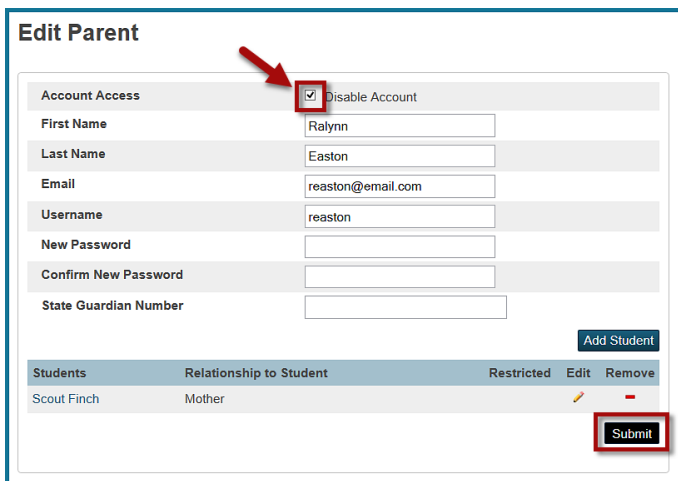
Occasionally, the Power User may need to disable a Parent Portal account. When the account is disabled, the parent will no longer be able to sign in to the Parent Portal. They will no longer have access to their student's information.

**NOTE:** Each time a parent account is created or updated, an email notification is automatically sent to the parent. If your school does not want the parent to receive a notification of a change, the parent account should be disabled before making the update, then re-enabled after the update has been submitted.

1. On the **Start Page**, select the **Parents** tab, or the **Parents Search** link.



2. Search for the parent. The information about the account appears on the **Edit Parent** screen.
3. Check the **Disable Account** box.
4. Click **Submit**.

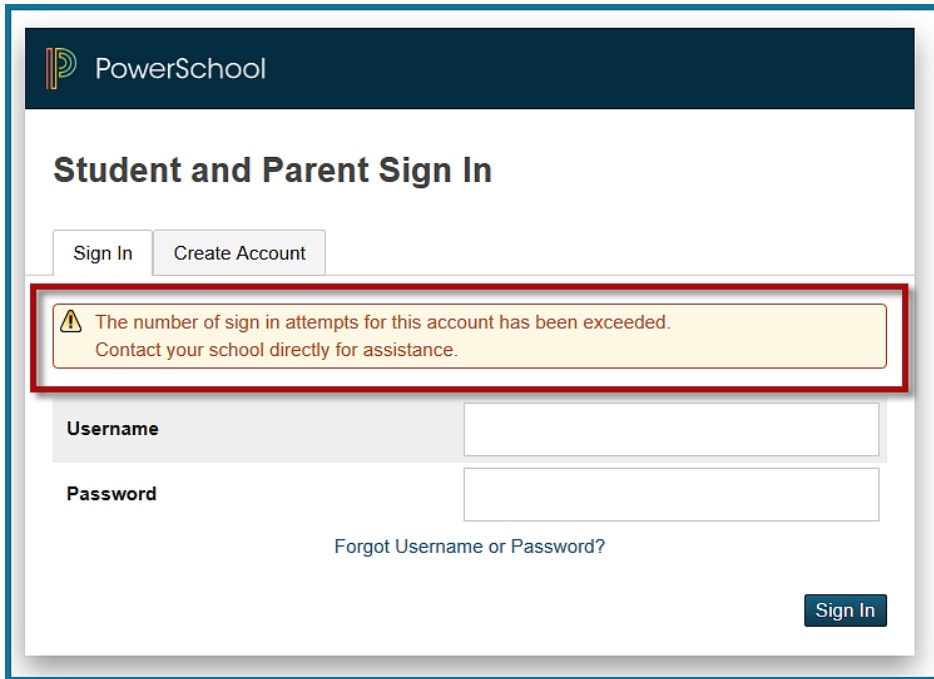




## Unlocking a Parent Account

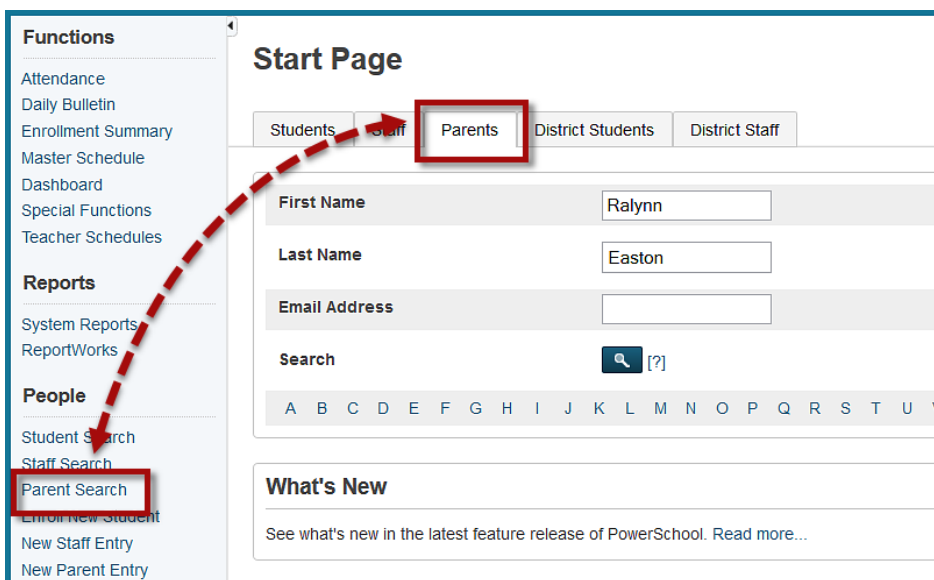
A parent's account will become locked if they have exceeded the number of login attempts. The parent will receive the following message when their account has been locked.

The school site Power User will need to unlock the parent's account.



The screenshot shows the PowerSchool login page. At the top, there is a dark blue header with the PowerSchool logo and the text "PowerSchool". Below the header, the page title is "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". A yellow warning box with a red border contains the message: "The number of sign in attempts for this account has been exceeded. Contact your school directly for assistance." Below the warning box are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right.

1. On the **Start Page**, select the **Parents** tab, or the **Parents Search** link.



The screenshot shows the PowerSchool Start Page. On the left is a sidebar with "Functions", "Reports", and "People" sections. The "Parents" tab is selected and highlighted with a red box. A red dashed arrow points from the "Parent Search" link in the "People" section to the "Parents" tab. The main content area shows the "Start Page" with tabs for "Students", "Parents", "District Students", and "District Staff". Below the tabs are input fields for "First Name" (Ralynn), "Last Name" (Easton), and "Email Address". There is a "Search" button with a magnifying glass icon and a "[?]" link. Below the search fields is a row of letters from A to V. At the bottom, there is a "What's New" section with a link to "Read more..."

2. Search for the parent. The information about the account appears on the **Edit Parent** screen.
3. Click **Unlock**. The Account is locked message will disappear.
4. Click **Submit**.

### Edit Parent

**Account Access**  Disable Account  
Account is locked due to multiple failed sign in attempts. **Unlock**

**First Name**

**Last Name**

**Email**



**Username**

**New Password**

**Confirm New Password**

**State Guardian Number**

**Add Student**

Students	Relationship to Student	Restricted	Edit	Remove
Scout Finch	Mother			

**Submit**

# Part 5: Reports

---

# Parent Portal Accounts Report

---

This report will show all currently enrolled students at your school and if any PowerSchool Parent Portal accounts exist for the student.

This report can be filtered to only include students with or without Parent Portal accounts associated to them.

1. On the **Start Page**, select **sqlReports**.
2. Expand the **Parent/Student Portal** reports. Select **Parent Portal Accounts**.
3. Apply the appropriate filters.
4. Click **Submit**.

Label	Value
<b>Name</b>	Parent Portal Accounts
<b>Description</b>	This report will show students currently enrolled at your school. For each student, any PowerSchool Parent Portal accounts will also be listed.
<b>Directions</b>	<p><b>Only include students with Parent Portal accounts</b> - Set this parameter to Yes if you only want to see students where there is at least one Parent Portal account associated with the student.</p> <p><b>Only include students without Parent Portal accounts</b> - Set this parameter to Yes if you only want to see students where there is no associated Parent Portal account.</p> <p>Please note the <b>Last Login</b> and <b>Login Count</b> information only includes logins for this school year.</p>
Only include students with Parent Portal accounts	No ▾
Only include students without Parent Portal accounts	No ▾
Run for the selected students	No ▾
<b>Submit</b>	

Apply the appropriate filters.

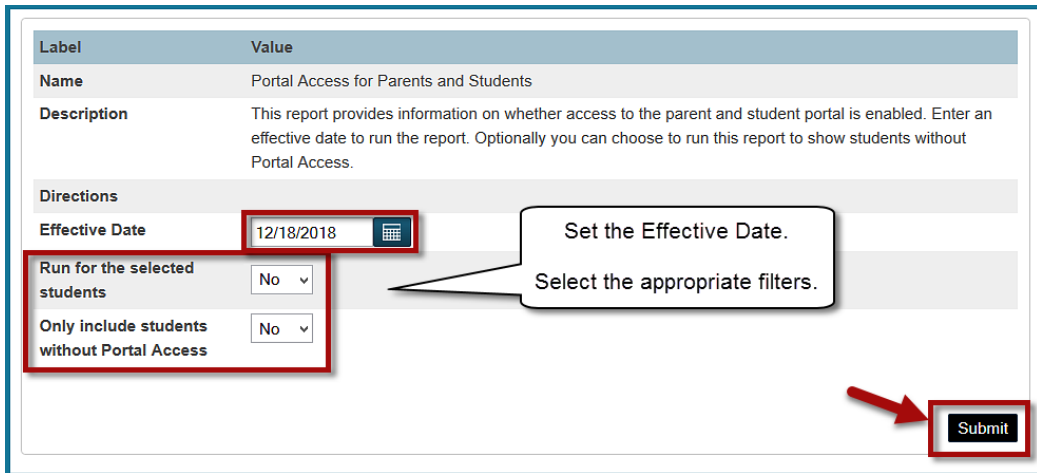
---

# Portal Access for Parents and Students Report

---

This report provides information on whether access to the parent and student portal is enabled.

1. On the **Start Page**, select **sqlReports**.
2. Expand the **Parent/Student Portal** reports, select **Portal Access for Parents and Students**.
3. Select an **Effective Date**.
4. The remaining drop-down fields can be changed or left in their default state.
5. Click **Submit**.



Label	Value
Name	Portal Access for Parents and Students
Description	This report provides information on whether access to the parent and student portal is enabled. Enter an effective date to run the report. Optionally you can choose to run this report to show students without Portal Access.

Directions

Effective Date: 12/18/2018

Run for the selected students: No

Only include students without Portal Access: No

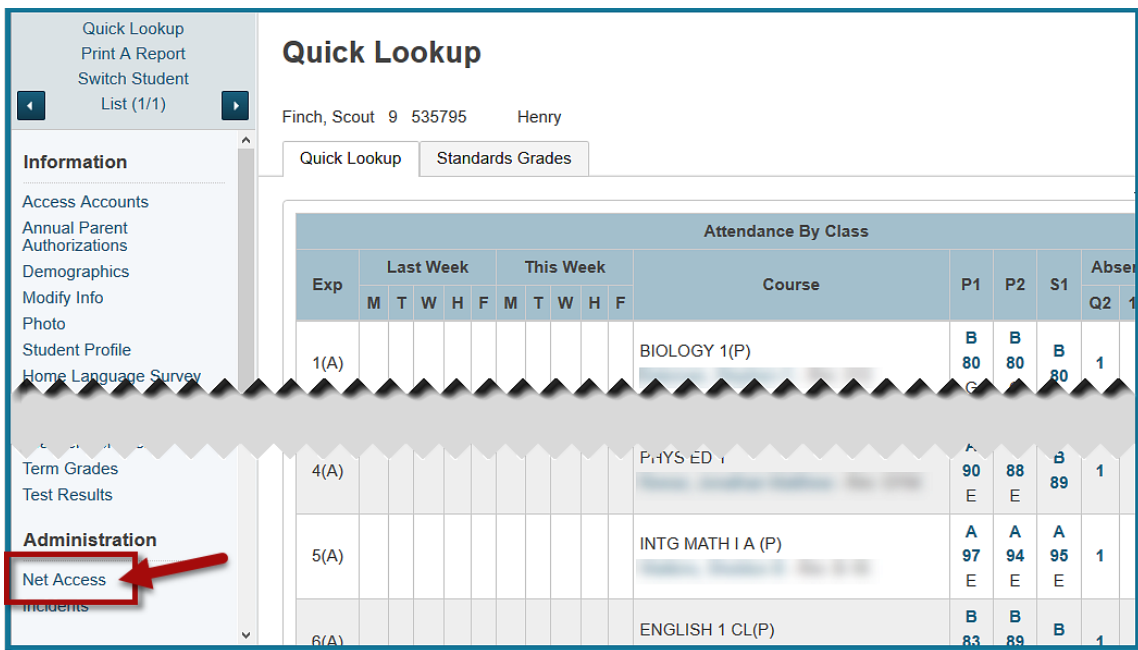
Submit

# Parent and Student Access Summary

By using **Net Access**, Power Users, Counselors, and Administrators can verify how often the Portal has been accessed by the parent and student.

This report will provide a customizable chart, and a list of Parent and Student Portal login dates, times and duration.

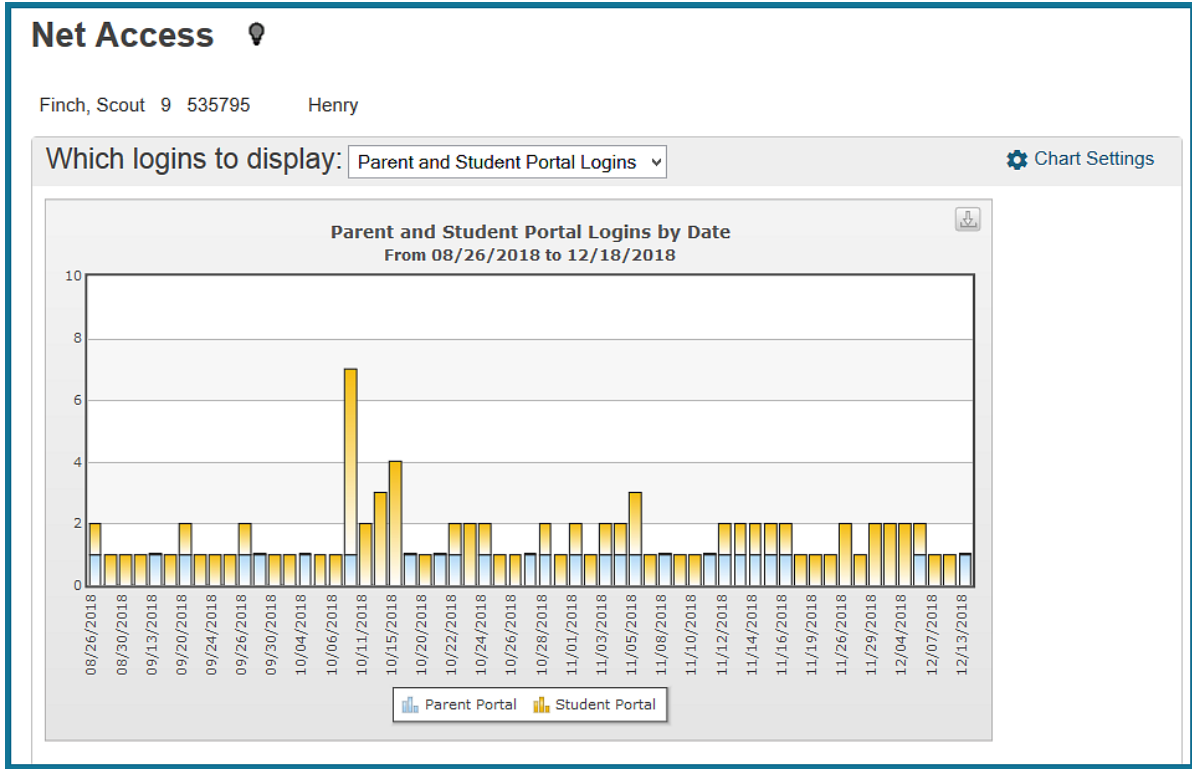
1. On the **Start Page**, select the student.
2. Under Administration, select **Net Access**.



The screenshot shows the 'Quick Lookup' interface for a student named Finch, Scout 9 535795 Henry. The left sidebar contains an 'Administration' section with 'Net Access' highlighted by a red box and a red arrow. The main content area displays an 'Attendance By Class' table.


Exp	Last Week					This Week					Course	P1	P2	S1	Absen	
	M	T	W	H	F	M	T	W	H	F					Q2	1
1(A)											BIOLOGY 1(P)	B 80	B 80	B 80		1
4(A)											PHYS ED	A 90	A 88	B 89		1
5(A)											INTG MATH I A (P)	A 97	A 94	A 95		1
6(A)											ENGLISH 1 CL(P)	B 83	B 89	B		1

### Net Access Chart



### Net Access List

#### All Parent and Student Portal Logins

Show 25 entries  Excel

Search:

Parent/Student Portal	Name	Login Date	Login Time	Logout Date	Logout Time	Minutes Online
Parent Portal	Easton, Ralynn	12/13/2018	04:07:36 PM	12/13/2018	04:41:16 PM	33.67
Student Portal	Finch, Scout	12/10/2018	04:35:34 PM	12/10/2018	05:08:21 PM	32.78
Student Portal	Finch, Scout	12/07/2018	03:49:15 PM	12/07/2018	04:22:17 PM	33.03
Student Portal	Finch, Scout	12/05/2018	09:49:50 PM	12/05/2018	10:21:15 PM	31.42
Parent Portal	Easton, Ralynn	12/05/2018	04:20:47 PM	12/05/2018	04:21:34 PM	.78
Student Portal	Finch, Scout	12/04/2018	04:39:59 PM	12/04/2018	05:12:11 PM	32.2
Student Portal	Finch, Scout	12/04/2018	07:53:11 AM	12/04/2018	08:23:30 AM	30.32

# Part 6: A Look at the Parent Portal



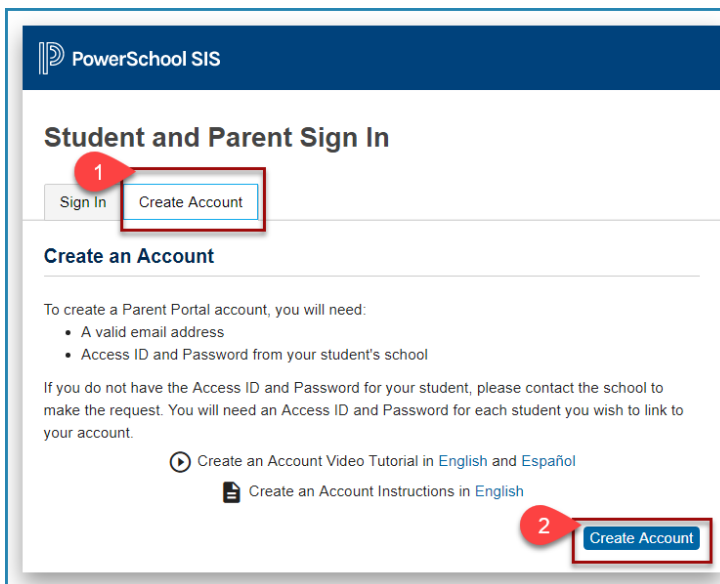
---

# How Parents Create an Account

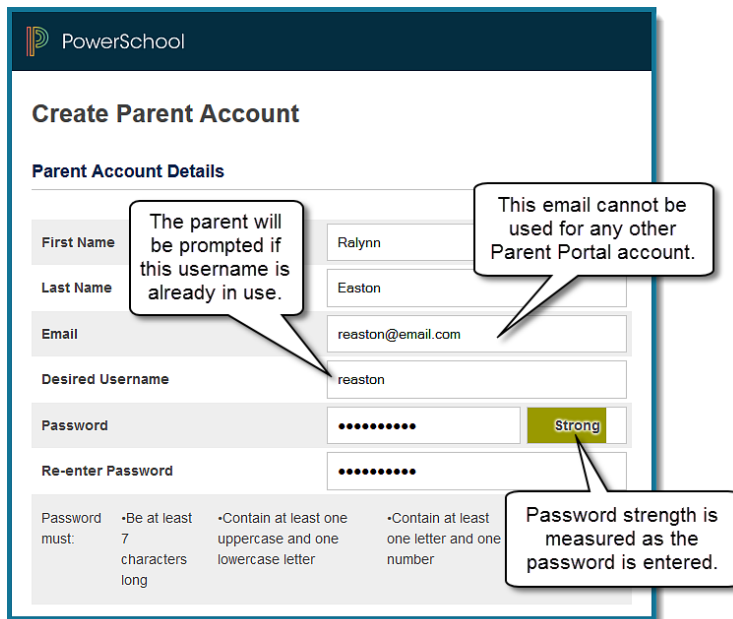
---

Before parent/guardians can access student academic information in the PowerSchool Parent/Student Portal, they must first create an account. Instruction sheet and video tutorial links are available on the sign in page of the Student and Parent Sign in screen.

1. Go to <https://powerschool.sandi.net>
2. On the PowerSchool sign-on page, select the **Create an Account** tab. Click **Create Account**.



3. On the **Create Parent Account** section, the parent enters the following information:



**PowerSchool**

### Create Parent Account

**Parent Account Details**

First Name: Ralynn

Last Name: Easton

Email: reaston@email.com

Desired Username: reaston

Password: [masked] **Strong**

Re-enter Password: [masked]

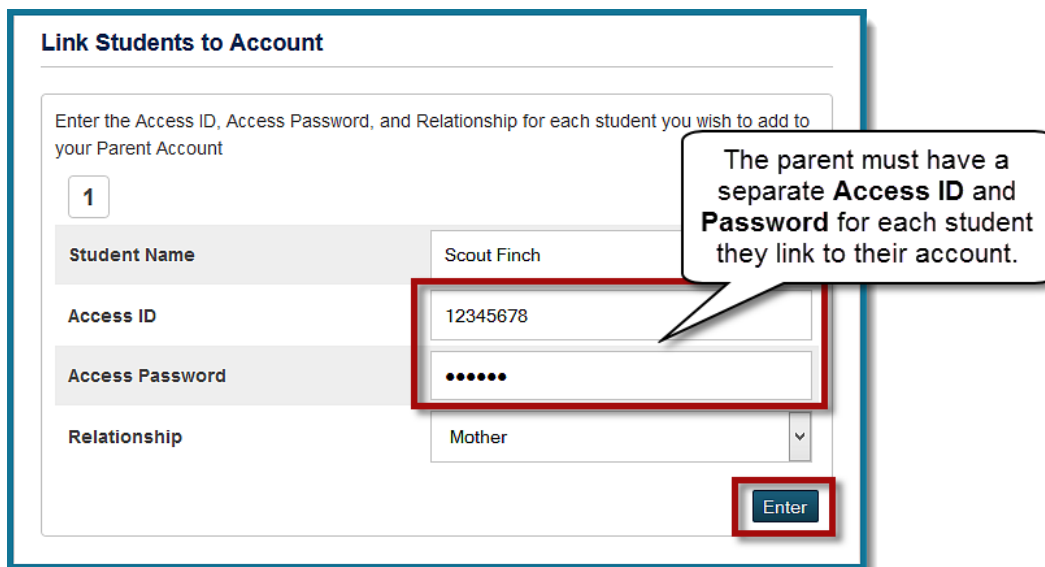
Password must:
 

- Be at least 7 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number

Callouts:
 

- The parent will be prompted if this username is already in use.
- This email cannot be used for any other Parent Portal account.
- Password strength is measured as the password is entered.

- On the **Link Students to Account** section, all the fields are complete and click Enter.



### 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: Scout Finch

Access ID: 12345678

Access Password: [masked]

Relationship: Mother

Enter

Callout: The parent must have a separate **Access ID** and **Password** for each student they link to their account.

**IMPORTANT!** The parent must have an **Access ID and Password** for each student they want to link to their account. Parents obtain access information from their student’s school.

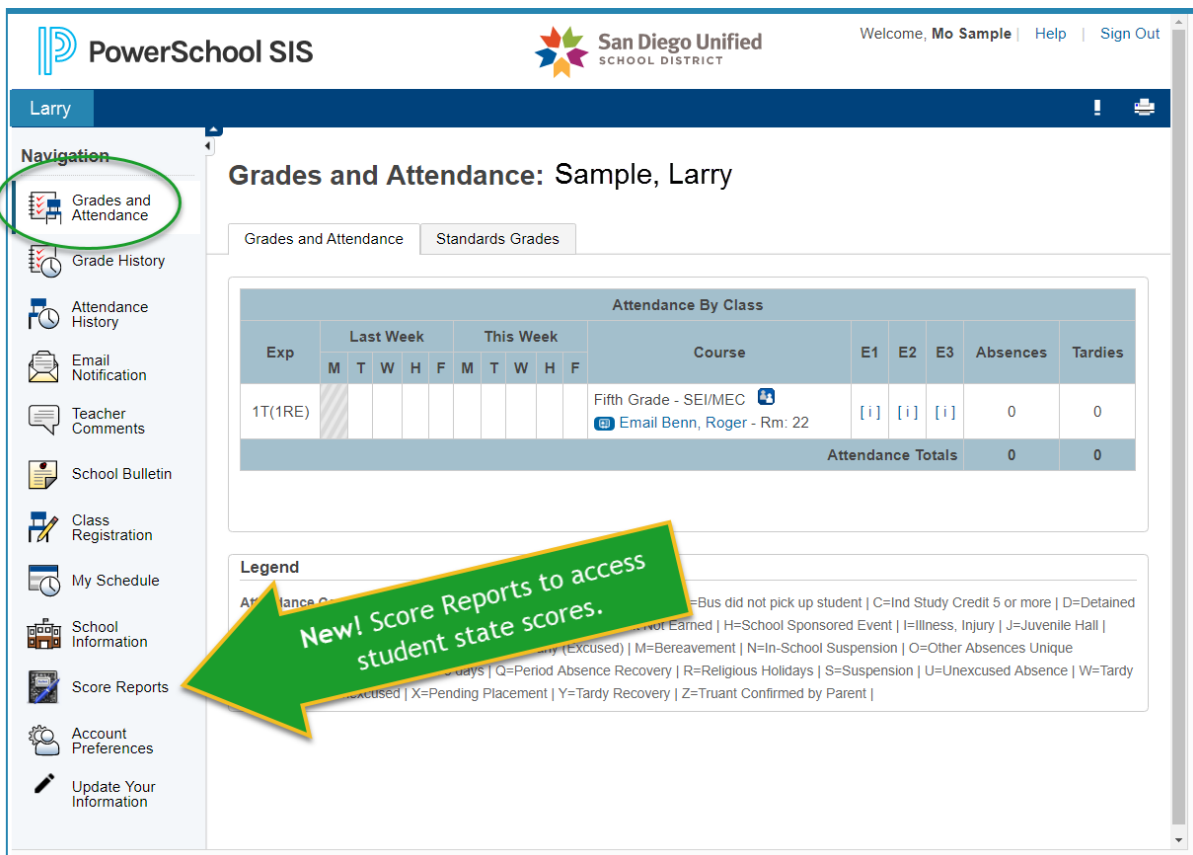
# Basic Navigation in the Parent/Student Portal

The initial landing page of the Parent/Student Portal offers various Navigation links on the left. By default, the page opens on the Grades and Attendance page.

## Grades and Attendance

The page for **Grades and Attendance** displays the student's current courses, grades, and attendance.

Grades and grade terms are determined by the Quick Lookup Preferences settings in PowerSchool, see **Quick Lookup Preferences**, page 11.



**PowerSchool SIS** San Diego Unified SCHOOL DISTRICT Welcome, Mo Sample | Help | Sign Out

Larry

**Navigation**

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Score Reports
- Account Preferences
- Update Your Information

**Grades and Attendance: Sample, Larry**

Grades and Attendance Standards Grades

Exp	Attendance By Class										Course	E1	E2	E3	Absences	Tardies				
	Last Week					This Week														
	M	T	W	H	F	M	T	W	H	F										
1T(1RE)											Fifth Grade - SEI/MEC	[i]	[i]	[i]	0	0				
											Email Benn, Roger - Rm: 22									
															<b>Attendance Totals</b>				0	0

**Legend**

A=Attendance C=Bus did not pick up student | C=Ind Study Credit 5 or more | D=Detained | E=Excused | F=Not Earned | H=School Sponsored Event | I=Illness, Injury | J=Juvenile Hall | K=Not Excused | L=Not Excused | M=Bereavement | N=In-School Suspension | O=Other Absences Unique | P=Period Absence Recovery | R=Religious Holidays | S=Suspension | U=Unexcused Absence | W=Tardy | X=Pending Placement | Y=Tardy Recovery | Z=Truant Confirmed by Parent

**New! Score Reports to access student state scores.**

By clicking on the **teacher name** link, a parent can send the teacher an email:

### Grades and Attendance: Finch, Scout Simone

Grades and Attendance

Exp	Last Week					This Week					P1	
	M	T	W	H	F	M	T	W	H	F		
1(A)						I	L				PE DANCE 11TH-12TH 1 <a href="#">Email Graham, Martha - Rm: GYM</a>	A 100 E
2(A)						I					HUMAN PSYSC1(P) <a href="#">Email Pavlov, Ivan - Rm: 303</a>	A 100 E

Click the teacher name link to send an email to the teacher.

When the **grade** or **points** link is selected, parents can access **Class Score Detail** directly from the teacher's gradebook:

### Grades and Attendance: Finch, Scout Simone

Grades and Attendance

Exp	Last Week					This Week					P1	P2	S1	Absence	
	M	T	W	H	F	M	T	W	H	F					
1(A)						I	L				PE DANCE 11TH-12TH 1 <a href="#">Email Graham, Martha - Rm: GYM</a>	A 100 E	A 100 E	A 100 E	5
2(A)						I					HUMAN PSYSC1(P) <a href="#">Email Pavlov, Ivan - Rm: 303</a>	A 100 E	A 98 E	A 98 E	5

Click the grade or points link to access assignment information.

### Class Score Detail: Finch, Scout Simone

Grades and Attendance

Course	Teacher	Expression	Final Grade <sup>1</sup>
PE DANCE 11TH-12TH 1	Graham, Martha	1(A)	A 100%

Teacher Comments:

Section Description:

Due Date	Category	Assignment	Flags	Score	%	Grd
09/04/2018	Standard 3	Being Prepared		10/10	100	A
09/07/2018	Standard 1	Participation 9/4- 9/7		20/20	100	A
09/07/2018	Standard 2	First run of the year		30/30	100	A

Parents can see attendance details by clicking on the **Absences** or **Tardies** links:

**Grades and Attendance: Finch, Scout Simone**

Grades and Attendance

Exp	Attendance By Class														Absences	Tardies		
	Last Week					This Week					Course	A	E	C			B	
	M	T	W	H	F	M	T	W	H	F								
1(A)						I		L			PE DANCE 11TH-12TH 1 Email Graham, Martha - Rm: GYM						5	1
2(A)										I	HUMAN PSYSC1(P) Email Pavlov, Ivan - Rm: 303	A 100	A 98	A 98	A 98		5	1
3(A)										I	PHYSICS 1(P) Email Einstein, Albert - Rm: 312	C 70	C 70	C 70	C 70	5	1	
4(A)										I	ENGLISH 3 (P) Email Rowling, J.K. - Rm: 117	B 76	B 75	B 76	B 76	5	0	
5(A)										I	INTG MATH II A (P) Email Newton, Isaac - Rm:				B 83.8	5	0	
6(A)										I	FOUND IN IT 1 Email Jobs, Steve - Rm: 216				A 103	5	0	
											<b>Attendance Totals</b>	<b>30</b>	<b>3</b>					

Show dropped classes also

Click the **Absences** or **Tardies** link next to the course to reveal attendance details for that course.

Click the **Attendance Totals** to reveal attendance details for all classes.

Attendance details for one course

**Dates of Attendance: Finch, Scout Simone**

Dates of all absences for PE DANCE 11TH-12TH 1 Exp. 1(A) (5753.1) for S1:

- 1(A) - 10/30/2018 - I
- 1(A) - 10/31/2018 - I
- 1(A) - 11/01/2018 - I
- 1(A) - 11/28/2018 - I
- 1(A) - 12/17/2018 - I

Attendance details for all courses

**Dates of all absences: Finch, Scout Simone**

**PE DANCE 11TH-12TH 1 - Exp. 1(A)**

- 1(A) - 10/30/2018 - I
- 1(A) - 10/31/2018 - I
- 1(A) - 11/01/2018 - I
- 1(A) - 11/28/2018 - I
- 1(A) - 12/17/2018 - I

**HUMAN PSYSC1(P) - Exp. 2(A)**

- 2(A) - 10/30/2018 - I
- 2(A) - 10/31/2018 - I
- 2(A) - 11/01/2018 - I
- 2(A) - 11/28/2018 - I
- 2(A) - 12/17/2018 - I

By selecting the **Show dropped classes also** link, parents can access classes that were dropped due to student schedule changes.

**Grades and Attendance: Finch, Scout Simone**

Grades and Attendance

Attendance By Class																
Exp	Last Week					This Week					Course	P1	P2	S1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F						
1(A)						I		L			PE DANCE 11TH-12TH 1 ✉ Email Graham, Martha - Rm: GYM	A 100 E	A 100 E	A 100 E	5	1
2(A)							I				HUMAN PSYSC1(P) ✉ Email Pavlov, Ivan - Rm: 303	A 100 E	A 98 E	A 98 E	5	1
3(A)							I				PHYSICS 1(P) ✉ Email Einstein, Albert - Rm: 312	C 70 G	C 70 G	C 70	5	1
4(A)							I				ENGLISH 3 (P) ✉ Email Rowling, J.K. - Rm: 117	B 76 S	B 75 U	B 76	5	0
5(A)							I				INTG MATH II A (P) ✉ Email Newton, Isaac - Rm: 309	B 89.4 S	B 84.7 N	B 83.8	5	0
6(A)							I				FOUND IN IT 1 ✉ Email Jobs, Steve - Rm: 216	A 111 E	A 100 E	A 103	5	0
Attendance Totals													30	3		

[Show dropped classes also](#)

Dropped courses will appear with dashes in the Last Week/This Week section.

**Grades and Attendance: Finch, Scout Simone**

Grades and Attendance

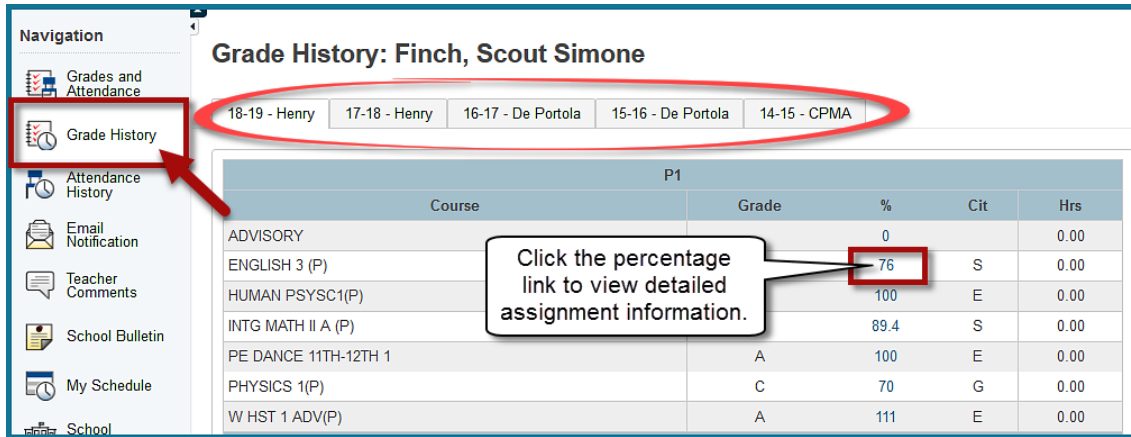
Attendance By Class																
Exp	Last Week					This Week					Course	P1	P2	S1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F						
1(A)						I		L			PE DANCE 11TH-12TH 1 ✉ Email Graham, Martha - Rm: GYM	A 100 E	A 100 E	A 100 E	5	1
2(A)							I				HUMAN PSYSC1(P) ✉ Email Pavlov, Ivan - Rm: 303	A 100 E	A 98 E	A 98 E	5	1
3(A)	-	-	-	-	-	-	-	-	-	-	PHYSICS 1(P) ✉ Email Einstein, Albert - Rm: 312	C 70 G	C 70 G	C 70	4	1
3(A)											PHYS 1 ADV (P) ✉ Email Hawking, Stephen - Rm: 316			B 89.5	0	0
4(A)							I				ENGLISH 3 (P) ✉ Email Rowling, J.K. - Rm: 117	B 76 S	B 75 U	B 76	5	0

## Grade History

The **Grade History** page displays all historical grades, percentages, citizenship marks and credit hours within a given reporting term.

School years can be accessed by selecting the **school year tab**.

Click the **percentage link** to view detailed assignment information on the **Class Score Detail Display** page.



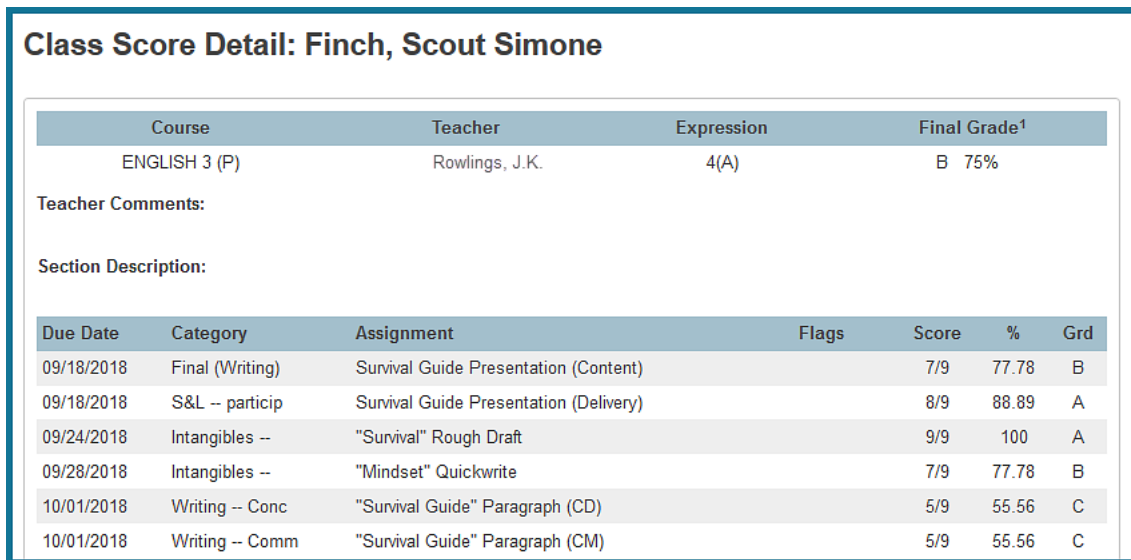
**Grade History: Finch, Scout Simone**

18-19 - Henry | 17-18 - Henry | 16-17 - De Portola | 15-16 - De Portola | 14-15 - CPMA

Course	Grade	%	Cit	Hrs
ADVISORY		0		0.00
ENGLISH 3 (P)		<a href="#">76</a>	S	0.00
HUMAN PSYSC1(P)		100	E	0.00
INTG MATH II A (P)		89.4	S	0.00
PE DANCE 11TH-12TH 1	A	100	E	0.00
PHYSICS 1(P)	C	70	G	0.00
W HST 1 ADV(P)	A	111	E	0.00

## Class Score Detail Display

If any Category or Assignment appears as a blue link, click the link to open a dialog window that contains more detailed information.



**Class Score Detail: Finch, Scout Simone**

Course	Teacher	Expression	Final Grade <sup>1</sup>
ENGLISH 3 (P)	Rowlings, J.K.	4(A)	B 75%

Teacher Comments:

Section Description:

Due Date	Category	Assignment	Flags	Score	%	Grd
09/18/2018	Final (Writing)	Survival Guide Presentation (Content)		7/9	77.78	B
09/18/2018	S&L -- particip	Survival Guide Presentation (Delivery)		8/9	88.89	A
09/24/2018	Intangibles --	"Survival" Rough Draft		9/9	100	A
09/28/2018	Intangibles --	"Mindset" Quickwrite		7/9	77.78	B
10/01/2018	Writing -- Conc	"Survival Guide" Paragraph (CD)		5/9	55.56	C
10/01/2018	Writing -- Comm	"Survival Guide" Paragraph (CM)		5/9	55.56	C

## Attendance History

The **Attendance History** page displays the student's attendance history for all courses in the current term.

**Navigation**

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- My Schedule
- School Information
- Account Preferences
- Update Your Information

### Meeting Attendance History: Finch, Scout Simone

Course	Expression	10/22-10/26					10/29-11/2					11/5-11/11		
		M	T	W	H	F	M	T	W	H	F	M	T	W
PE DANCE 11TH-12TH 1 Graham, Martha GYM E: 08/27/2018 L: 01/28/2019	1(A)						I	I	I					
HUMAN PSYSC1(P) Pavlov, Ivan 303 E: 08/27/2018 L: 01/28/2019	2(A)						I	I	I	T				
PHYS 1 ADV (P) Hawking, Stephen 316 E: 12/03/2018 L: 01/28/2019	3(A)						I	I	I					
ENGLISH 3 (P) Rowling, J.K. 117 E: 08/27/2018 L: 01/28/2019	4(A)						I	I	I					
INTG MATH II A (P) Newton, Isaac 309 E: 08/27/2018 L: 01/28/2019	5(A)						I	I	I					
FOUND IN IT 1 Jobs, Steve 216 E: 08/27/2018 L: 01/28/2019	6(A)						I	I	I					

The legend at the bottom of the page will assist parents with Attendance Code interpretation.

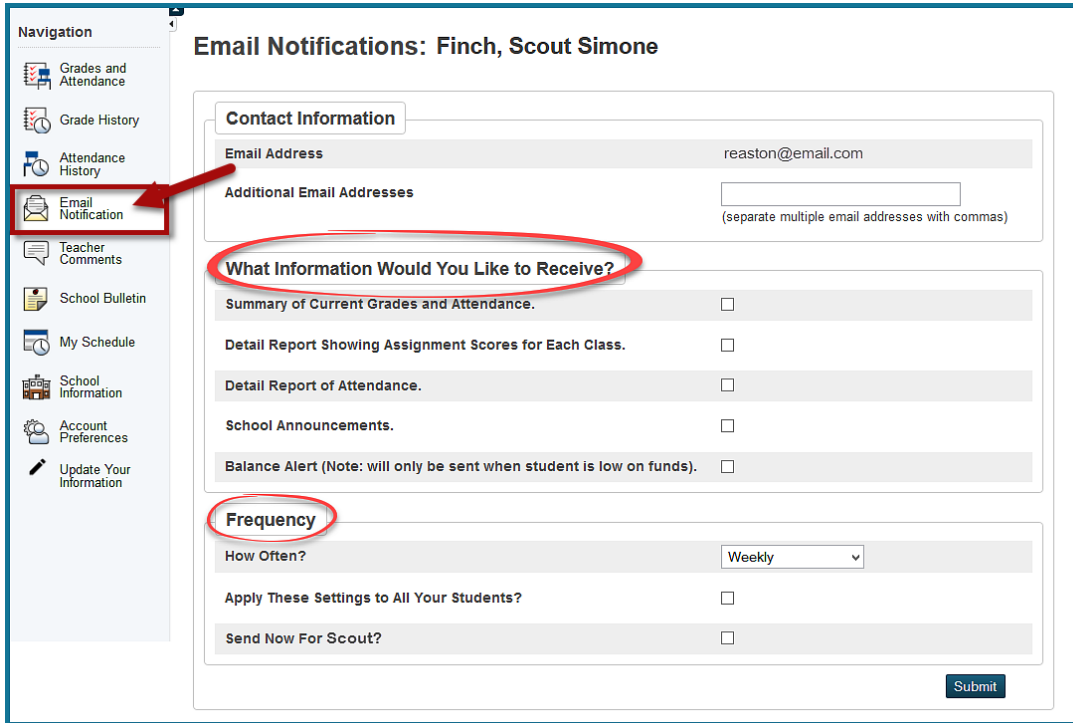
**Legend**

Attendance Codes: Blank=Present | A=Unverified Absence | T=Tardy | B=Bus did not pick up student | C=Ind Study Credit 5 or more | D=Detained in Office | E=Excused | F=Field Trip | G=Independent Study Credit Not Earned | H=School Sponsored Event | I=Illness, Injury | J=Juvenile Hall | K=Saturday School (makeup) | L=Late or leave early (Excused) | M=Bereavement | N=In-School Suspension | O=Other Absences Unique Circumstances | P=CIS less than 5 days | Q=Period Absence Recovery | R=Religious Holidays | S=Suspension | U=Unexcused Absence | W=Tardy or Leave Early Unexcused | X=Pending Placement | Y=Tardy Recovery | Z=Truant Confirmed by Parent | HH=Home Hospital



## Email Notification

On the **Email Notification** page, parents can select which academic information they would like to receive via email, and how often. **IMPORTANT!** If the parent isn't receiving grades in email notifications, verify that the Active Term is entered on the Current Grade Display page (See **Current Grade Display Setup** on page 13.)



**Email Notifications: Finch, Scout Simone**

**Contact Information**

Email Address: reaston@email.com

Additional Email Addresses:   
(separate multiple email addresses with commas)

**What Information Would You Like to Receive?**

Summary of Current Grades and Attendance.

Detail Report Showing Assignment Scores for Each Class.

Detail Report of Attendance.

School Announcements.

Balance Alert (Note: will only be sent when student is low on funds).

**Frequency**

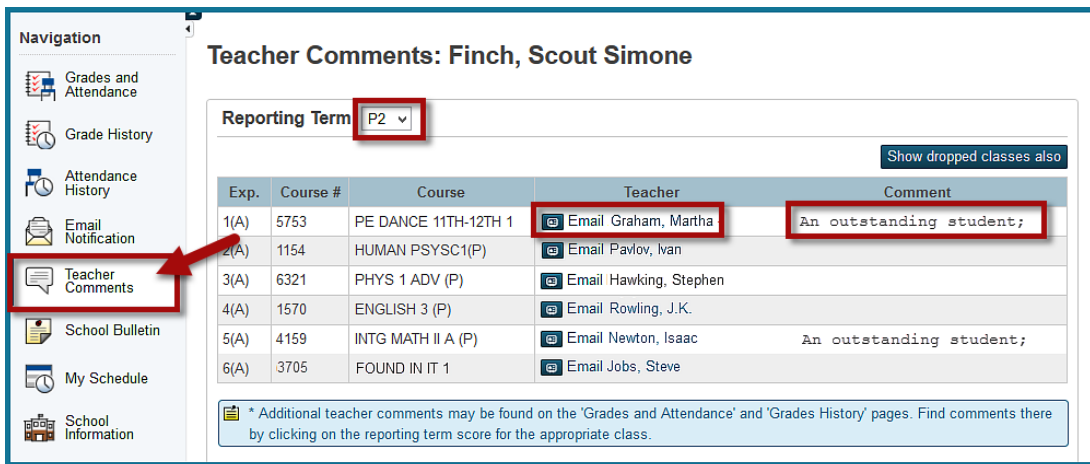
How Often? Weekly

Apply These Settings to All Your Students?

Send Now For Scout?

## Teacher Comments

On the **Teacher Comments** page, select the reporting term from the drop-down menu to see teacher comments for that term. Click the teacher name link to send an email to the teacher.



**Teacher Comments: Finch, Scout Simone**

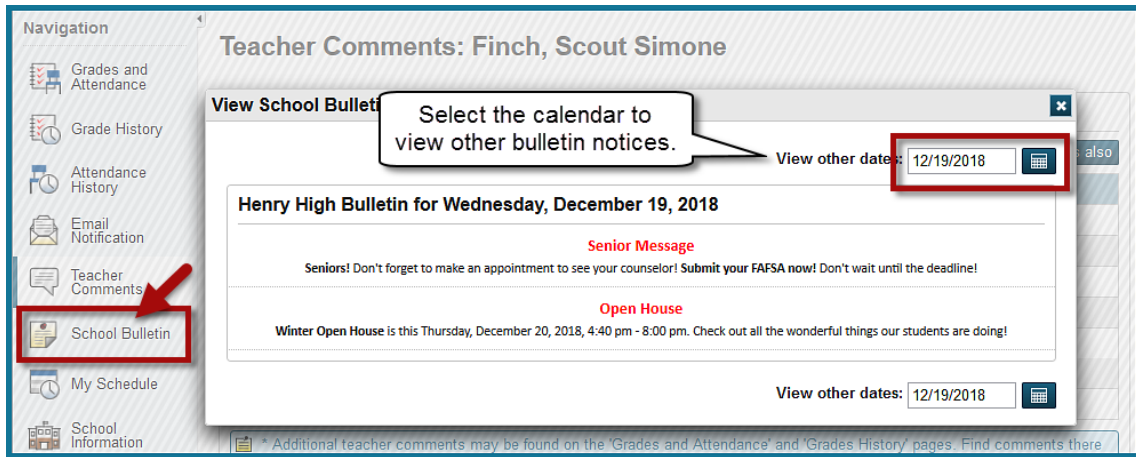
Reporting Term: P2

Exp.	Course #	Course	Teacher	Comment
1(A)	5753	PE DANCE 11TH-12TH 1	<a href="#">@ Email Graham, Martha</a>	An outstanding student;
2(A)	1154	HUMAN PSYSC1(P)	<a href="#">@ Email Pavlov, Ivan</a>	
3(A)	6321	PHYS 1 ADV (P)	<a href="#">@ Email Hawking, Stephen</a>	
4(A)	1570	ENGLISH 3 (P)	<a href="#">@ Email Rowling, J.K.</a>	
5(A)	4159	INTG MATH II A (P)	<a href="#">@ Email Newton, Isaac</a>	An outstanding student;
6(A)	3705	FOUND IN IT 1	<a href="#">@ Email Jobs, Steve</a>	

\* Additional teacher comments may be found on the 'Grades and Attendance' and 'Grades History' pages. Find comments there by clicking on the reporting term score for the appropriate class.

## School Bulletin

Daily school messages and announcements can be found by selecting **School Bulletin**. The **View School Bulletin** window will open to the current date. Select the **date calendar** or the **View other dates** link to view other bulletin notices.



Teacher Comments: Finch, Scout Simone

View School Bulletin: Select the calendar to view other bulletin notices.

View other dates: 12/19/2018

Henry High Bulletin for Wednesday, December 19, 2018

**Senior Message**  
Seniors! Don't forget to make an appointment to see your counselor! Submit your FAFSA now! Don't wait until the deadline!

**Open House**  
Winter Open House is this Thursday, December 20, 2018, 4:40 pm - 8:00 pm. Check out all the wonderful things our students are doing!

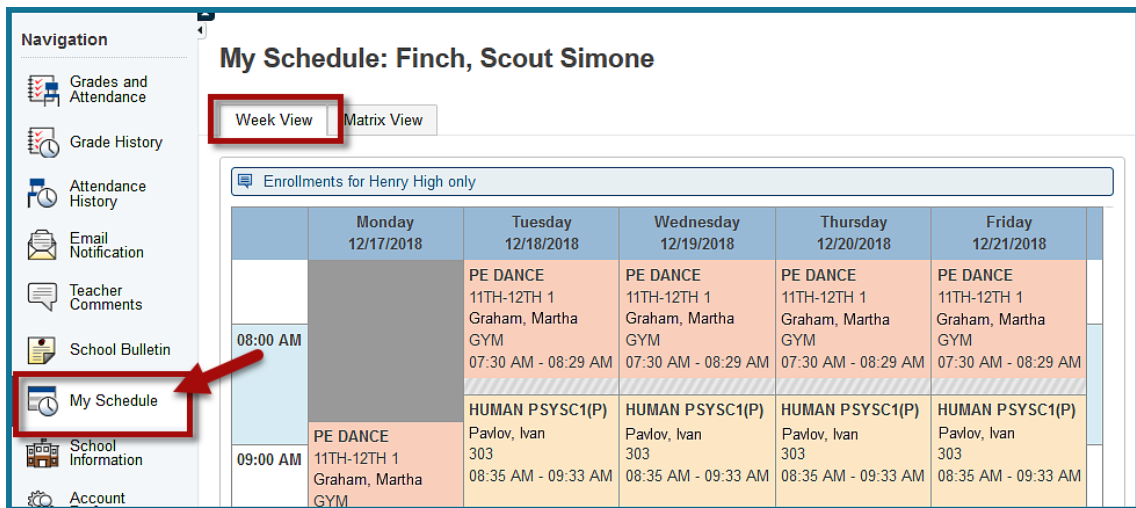
View other dates: 12/19/2018

\* Additional teacher comments may be found on the 'Grades and Attendance' and 'Grades History' pages. Find comments there.

## My Schedule

The **My Schedule** page, provides two different views of the student schedule:

### Week View



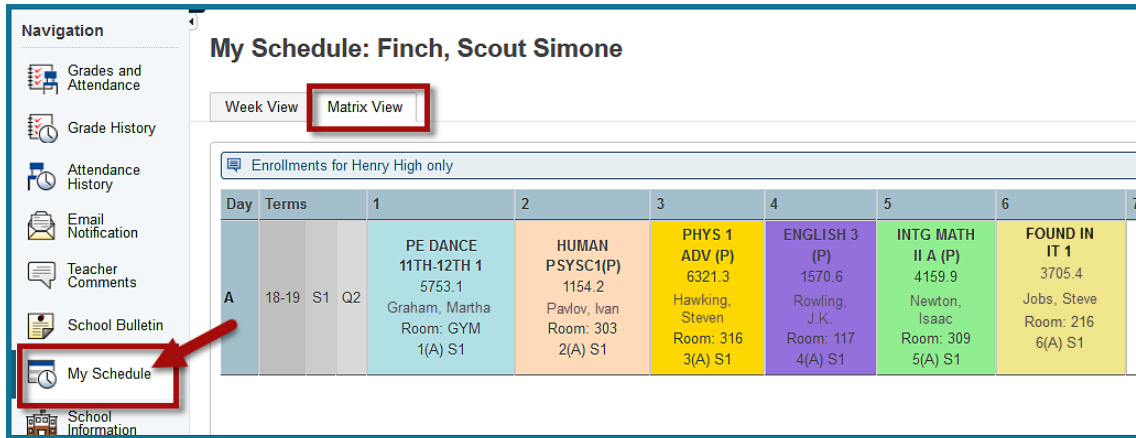
My Schedule: Finch, Scout Simone

Week View | Matrix View

Enrollments for Henry High only

	Monday 12/17/2018	Tuesday 12/18/2018	Wednesday 12/19/2018	Thursday 12/20/2018	Friday 12/21/2018
08:00 AM		PE DANCE 11TH-12TH 1 Graham, Martha GYM 07:30 AM - 08:29 AM	PE DANCE 11TH-12TH 1 Graham, Martha GYM 07:30 AM - 08:29 AM	PE DANCE 11TH-12TH 1 Graham, Martha GYM 07:30 AM - 08:29 AM	PE DANCE 11TH-12TH 1 Graham, Martha GYM 07:30 AM - 08:29 AM
09:00 AM	PE DANCE 11TH-12TH 1 Graham, Martha GYM	HUMAN PSYSC1(P) Pavlov, Ivan 303 08:35 AM - 09:33 AM	HUMAN PSYSC1(P) Pavlov, Ivan 303 08:35 AM - 09:33 AM	HUMAN PSYSC1(P) Pavlov, Ivan 303 08:35 AM - 09:33 AM	HUMAN PSYSC1(P) Pavlov, Ivan 303 08:35 AM - 09:33 AM

## Matrix View



**My Schedule: Finch, Scout Simone**

Week View **Matrix View**

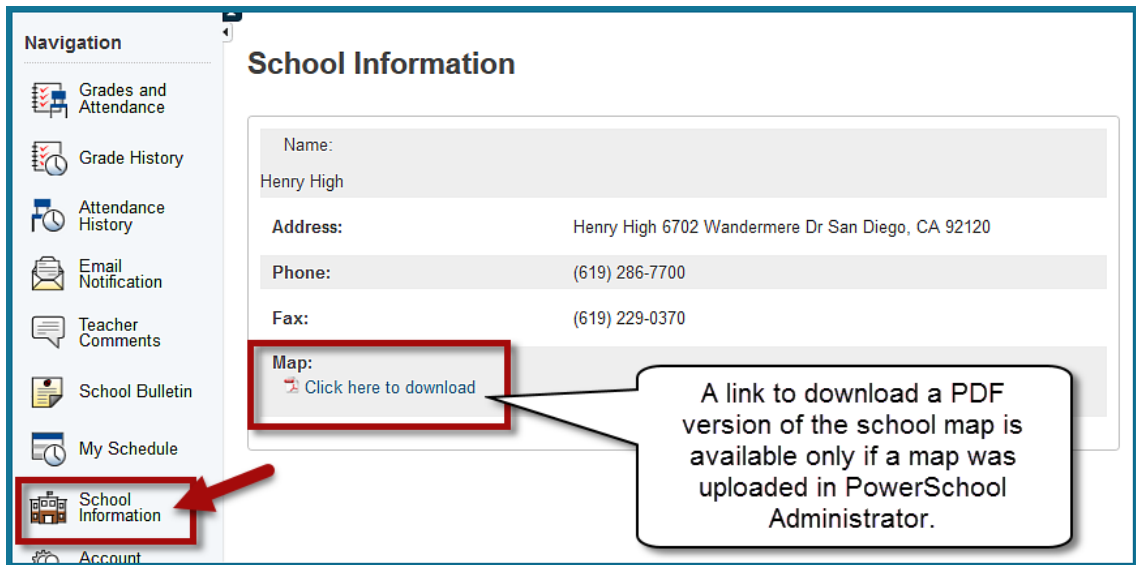
Enrollments for Henry High only

Day	Terms	1	2	3	4	5	6	7
A	18-19 S1 Q2	PE DANCE 11TH-12TH 1 5753.1 Graham, Martha Room: GYM 1(A) S1	HUMAN PSYSC1(P) 1154.2 Pavlov, Ivan Room: 303 2(A) S1	PHYS 1 ADV (P) 6321.3 Hawking, Steven Room: 316 3(A) S1	ENGLISH 3 (P) 1570.6 Rowling, J.K. Room: 117 4(A) S1	INTG MATH II A (P) 4159.9 Newton, Isaac Room: 309 5(A) S1	FOUND IN IT 1 3705.4 Jobs, Steve Room: 216 6(A) S1	

## School Information

The **School Information** page displays essential contact information for the school.

If a school map was uploaded in PowerSchool Administrator, a link to download a PDF version of the school map will appear on this screen. (See **How to Upload a School Map** on page 18).



**School Information**

Name: Henry High

Address: Henry High 6702 Wandermere Dr San Diego, CA 92120

Phone: (619) 286-7700

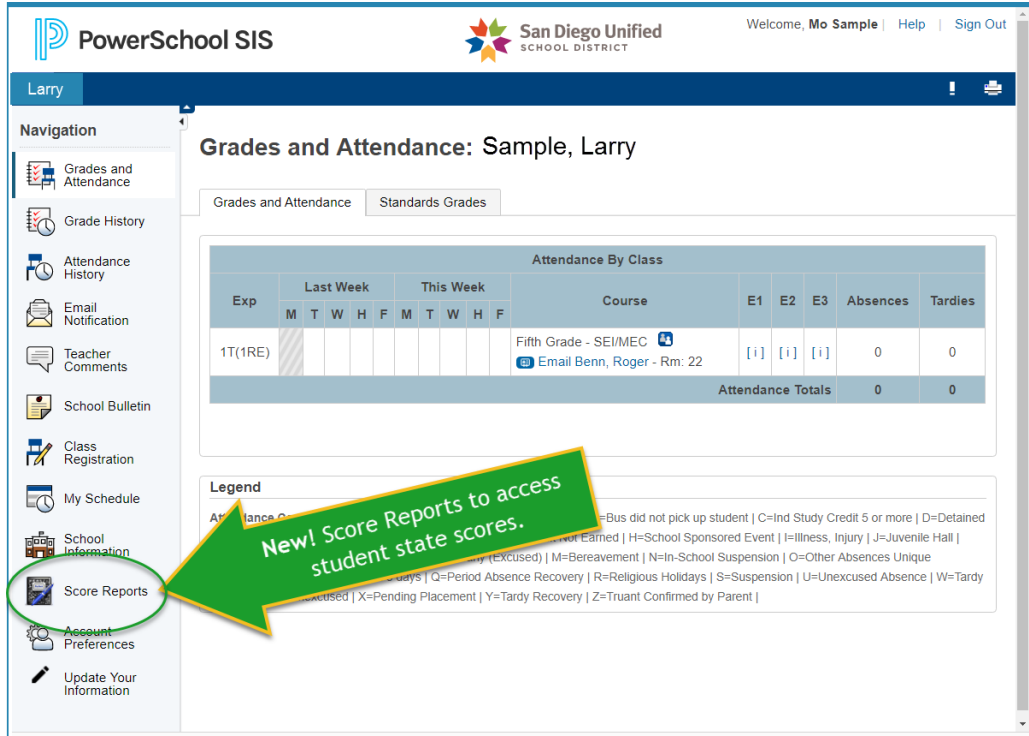
Fax: (619) 229-0370

Map: [Click here to download](#)

A link to download a PDF version of the school map is available only if a map was uploaded in PowerSchool Administrator.

# Score Reports

Parents can use the **Score Reports** link to access their student's state scores.



**PowerSchool SIS** | San Diego Unified SCHOOL DISTRICT | Welcome, Mo Sample | Help | Sign Out

Larry

**Navigation**

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Score Reports**
- Account Preferences
- Update Your Information

**Grades and Attendance: Sample, Larry**

Grades and Attendance | Standards Grades

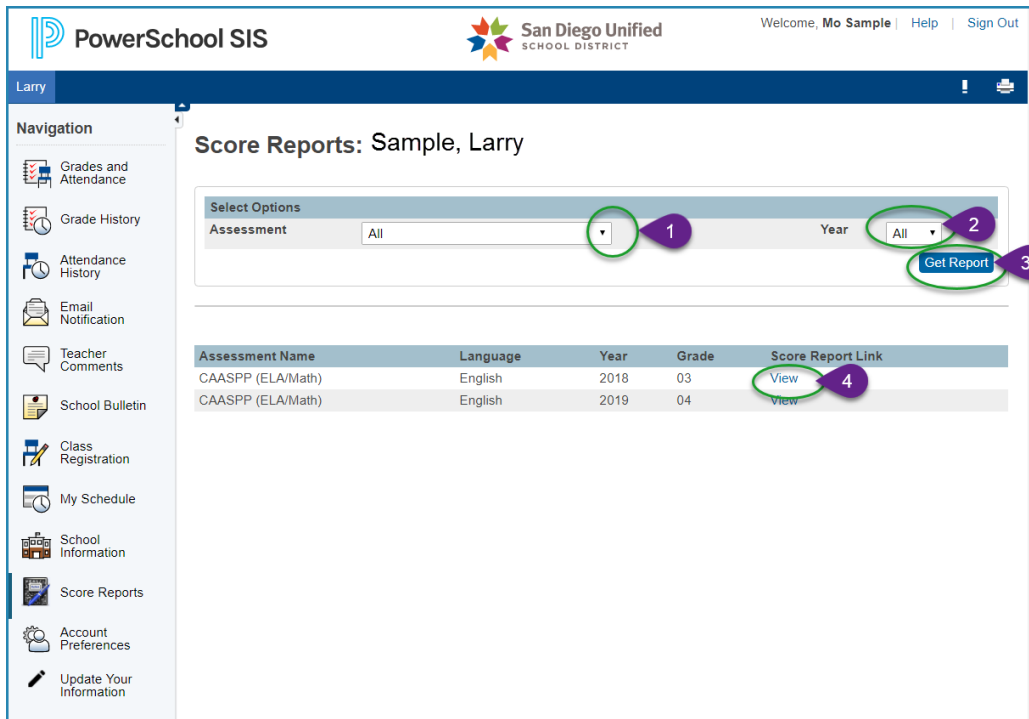
**Attendance By Class**

Exp	Last Week					This Week					Course	E1	E2	E3	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F						
1T(1RE)											Fifth Grade - SE/MEC	[i]	[i]	[i]	0	0
Email Benn, Roger - Rm: 22																
<b>Attendance Totals</b>															0	0

**Legend**

A=Absence | B=Bus did not pick up student | C=Ind Study Credit 5 or more | D=Detained | E=Excused | F=Forfeited | G=Grade Earned | H=School Sponsored Event | I=Illness, Injury | J=Juvenile Hall | K=Killed | L=Leave | M=Bereavement | N=In-School Suspension | O=Other Absences Unique | P=Period Absence Recovery | Q=Period Absence Recovery | R=Religious Holidays | S=Suspension | U=Unexcused Absence | W=Tardy | X=Pending Placement | Y=Tardy Recovery | Z=Truant Confirmed by Parent

**New! Score Reports to access student state scores.**



**PowerSchool SIS** | San Diego Unified SCHOOL DISTRICT | Welcome, Mo Sample | Help | Sign Out

Larry

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**Score Reports: Sample, Larry**

**Select Options**

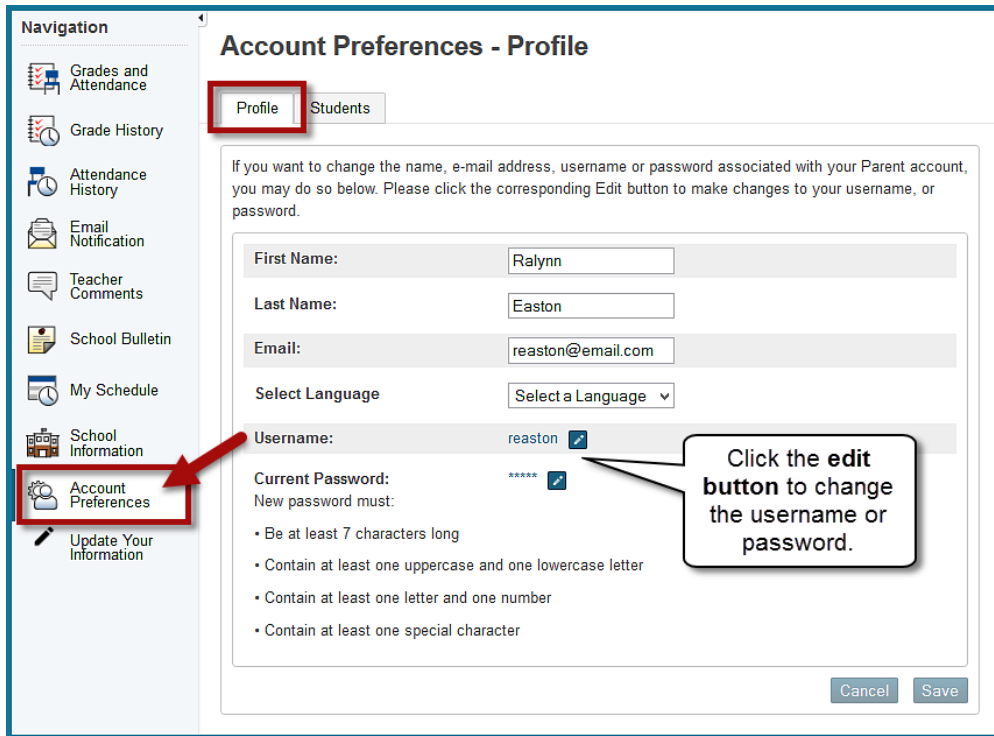
Assessment: All (1) | Year: All (2) | [Get Report](#) (3)

Assessment Name	Language	Year	Grade	Score Report Link
CAASPP (ELA/Math)	English	2018	03	<a href="#">View</a> (4)
CAASPP (ELA/Math)	English	2019	04	<a href="#">View</a>

## Account Preferences

Parents manage their Parent Portal Account by accessing the **Account Preferences** page.

On the **Account Preferences – Profile** tab, profile information can be updated or changed.



**Account Preferences - Profile**

Profile Students

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name: Ralynn

Last Name: Easton

Email: reaston@email.com

Select Language: Select a Language

Username: reaston

Current Password: \*\*\*\*\*

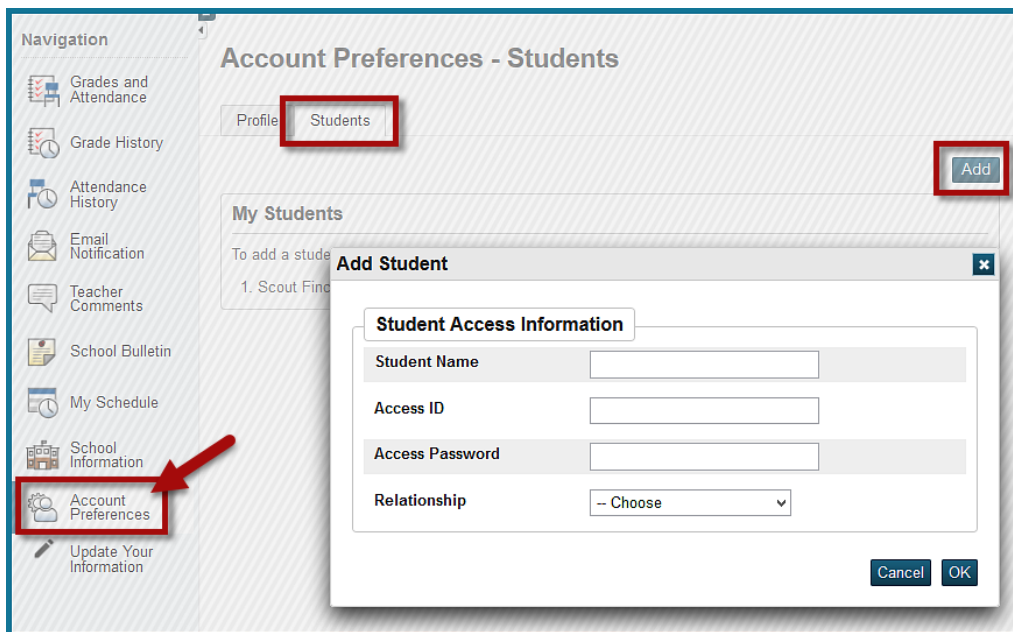
New password must:

- Be at least 7 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character

Click the **edit** button to change the username or password.

Cancel Save

On the **Account Preferences – Students** tab, additional students can be added to the parent account.



**Account Preferences - Students**

Profile Students

Add

**My Students**

To add a student

1. Scout Fin...

**Add Student**

**Student Access Information**

Student Name

Access ID

Access Password

Relationship: -- Choose

Cancel OK