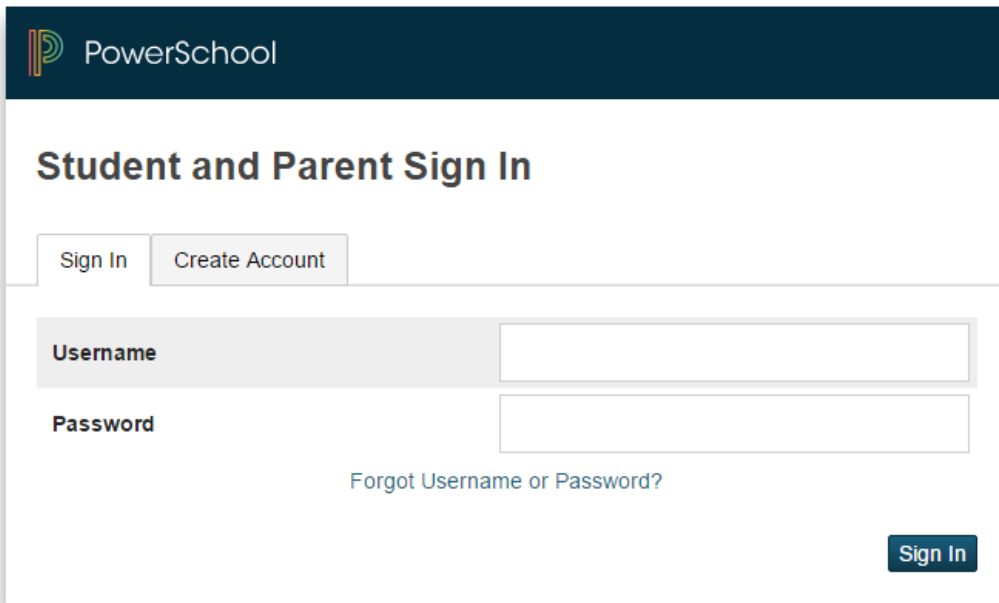


How to Create Powerschool Parent Account

Revised 8-1-2016

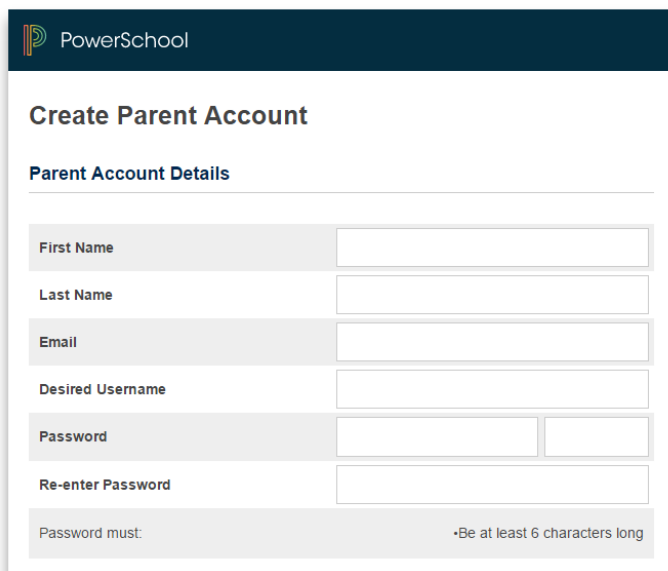
In order to view your students grades in Powerschool you will need to create a parent account. Below are the instructions to create you own accounts. With this account you will also be able to use your smartphone to log in and view your child's progress from where ever you are. Also you only need one parent account for all of you children.

1. Go to the Smith-Green Powerschool Parent Portal: <https://ps.sgcs.k12.in.us/public/home.html>
2. You will see the new login screen that looks like this:



The screenshot shows the Powerschool login interface. At the top left is the Powerschool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form area.

3. Click 'Create Account' located at the top.
4. Fill in the requested information



The screenshot shows the "Create Parent Account" screen. It features the Powerschool logo at the top. The main heading is "Create Parent Account". Below this is a section titled "Parent Account Details" which contains several input fields: "First Name", "Last Name", "Email", "Desired Username", "Password" (with a strength indicator), and "Re-enter Password". At the bottom, there is a note: "Password must: •Be at least 6 characters long".

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

Access ID

Access Password

Relationship

-- Choose

2

Student Name

Access ID

Access Password

Relationship

-- Choose

NOTE: When you get to the Password, the bar to the right of the password block will indicate how secure the password you are creating is. This judges how hard it would be for someone to guess or hack your password. The bar goes from weak (very easy) to strongest (very hard). You can use numbers, letters (upper and lower case) and symbols like # \$ @ to create your password.

Link to your student account, this is where you tell Powerschool who the children are you have rights to view. For each child you have enrolled at Smith-Green, you will receive a letter with an Access ID and an Access Password. You would enter that child's name, Access ID and Access Password and choose a relationship to that child from the drop down menu. You will need to do this for each child, but only ONCE. When done, click 'enter'.

You will use the newly created account from this point on to log in and view your child's/children's grades.

If you have any questions or need assistance, please feel free to contact:

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