Creating a Parent Account in PowerSchool

Please follow the steps below to create a parent account for your child/children in PowerSchool. In the event that you need further technical assistance, do not hesitate to contact the Technology Department at 724-941-6251 x7261.

You should create <u>ONE</u> (1) parent account, per parent/guardian, for your family. You can connect multiple children to each parent account. This will allow you to review each of your children's information separately, but through a single login. The Peters Township School District strongly suggests that you create a parent account of your own rather than using your child's. A parent account provids access to additional, more comprehensive features than a student account (i.e. contact preferences, email features, etc.). Never share your username, password, or Access ID and Password with anyone.

In order to initially create your account, you will need the following:

- Access ID(s) for at least one (1) student currently enrolled in the district
- Access Password(s) for at least one (1) student currently enrolled in the district

If you do not have the Access ID(s) and/or Access Password(s) for your child/children, please contact their home school's main office, or call the Technology Department at 724-941-6251 x7261.

Once you've obtained the items detailed above, you'll need to visit the PowerSchool Parent Portal web page. There are two tabs available on the initial page. Be sure you choose "Create Account", and you will see the screen below. When you're prepared to create your parent account, click the button in the bottom, right-hand corner that says "Create Account".

After choosing "Create Account", you'll see the first, required section below. This section details your information as the account holder. Enter the following information:

- Your First Name
- Your Last Name
- Your Email Address
    - Keep in mind that this is the email PowerSchool will use to send you email updates if you choose to receive them (attendance summaries, grade reports, etc.). Please be sure the email address you enter is valid and accessible.
- Desired Username
    - Please choose a username that is easy to remember. Your Username cannot be a full email address, or contain any special characters.
        - Bad Username Example: ptsdfamily123@email.net
        - Good Username Example: ptsdfamily123
    - Your username will be accessible to technical support in the event of future login issues. Never put personal or private details in a username.
    - In the event that your username has already been used, PowerSchool will prompt you to choose a new one.
- Password
    - Please enter the password of your choice to access your Parent Portal account.
        - Your password must be unique and a minimum of six (6) characters.
- Re-enter Password
    - Please re-enter the password you chose in the previous field here.

Further down on the same screen, you will find seven (7) areas to enter student information to link to your parent account. Please enter the following information for each student you wish to link to your account. Please note that if you do not have information for multiple children, you can add them at a later time. It is only required that you have one (1) student linked during initial creation.

- Student Name
    - o Note that regardless of the name you enter here, PowerSchool will automatically populate the name connected to the Access ID and Password you enter. For example, if you enter Johnny Smith, but your child's legal name is Johnathan and was registered as such, PowerSchool will show Johnathan and not Johnny.
- Access ID
    - o This ID is case-sensitive. If you do not have this ID, please contact your child's home school main office, or the Technology Department at 724-941-6251 x7261.
- Access Password
    - o This ID is case-sensitive. If you do not have this ID, please contact your child's home school main office, or the Technology Department at 724-941-6251 x7261.
- Relationship
    - o This is **your** relationship to the student you are being linked to (Mother, Father, Step-parent, etc.).

At the very bottom of this screen, you will choose the "Enter" button in the bottom right corner.

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

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Student Name	
Access ID	
Access Password	
Relationship	-- Choose ▼