PowerSchool User Guide for Parents
# Understanding PowerSchool Parent Portal with Single Sign-On

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Understanding PowerSchool Parent Portal with Single Sign-On

The Power of the application comes from understanding what it can do and how it can help you participate in your child’s education.

Introduction

PowerSchool’s Parent Portal is a tool integrated into the PowerSchool Student Information System (SIS) specifically developed for parents and students. Parent Single Sign-On offers a number of benefits, including:

- access to multiple students with one login
- a personalized account for each parent and guardian
- the ability for parents/guardians to retrieve their own login information

Let’s Get Started

To get started, you must create your PowerSchool account and attach students.

Creating Your PowerSchool Parent Portal Account

Before you can log in to PowerSchool Parent Portal, you will need to create your account and associate students to it. You should have received a letter from your child’s school with the Access ID and Access Password. These values are needed to attach a student to your account. If you do not have this information or have questions, contact your child’s school. Additional children can be added to your account using their unique Access Id and Access Password.

NOTE: The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student’s progress.
Launch a web browser (Internet Explorer, Safari, or FireFox) and go to PowerSchool Parent Portal URL:
- derby.powerschool.com
  (NO www at the beginning)

If this is your first time to this screen you must click Create Account to setup your account and get started.

If you have already created an account enter your user name and password and click Submit.

Creating an account requires 2 steps: creating the actual account and linking student to the account.

**Create Account**
Enter the following:
- First Name
- Last Name
- Unique Email account
- Unique login name
- Password

**Link Students**
You must know the students Access ID and Access Password to link them. Enter the following to make the link:
- Student's name
- Access ID
- Access Password
- Your relationship

Once all information is entered click on enter.
When your account is successfully created you will see this page. Use the user name and password you entered in the previous step to login to the parent portal.

**Navigation Bar**

The navigation bar appears at the top of the PowerSchool Parent Portal start page, and is common to every page in the application.

**PowerSchool Logo** - Click to return to the start page

**Student** - Select between students by clicking on name

**Main Menu** - Contains links to PowerSchool Parent Portal functions. For more information, see Main Menu below

**Logout** - Click to log out of PowerSchool Parent Portal.

**Printer Icon**

In the navigation bar, under the main menu is a printer icon. Click this icon to print the current page for your records.
Main Menu

The main menu consists of several icons within the navigation bar and includes links to the following features:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades and Attendance</td>
<td>Click to view student grades and attendance for the current year. For more information, see Grades and Attendance.</td>
</tr>
<tr>
<td>Grades History</td>
<td>Click to view student grades for the previous terms in the current year. For more information, see Grades History.</td>
</tr>
<tr>
<td>Attendance History</td>
<td>Click to view attendance history for the current year. For more information, see Attendance History.</td>
</tr>
<tr>
<td>Email Notification</td>
<td>Click to set the e-mail notifications you wish to receive on a regular basis. For more information, see Email Notifications.</td>
</tr>
<tr>
<td>Teacher Comments</td>
<td>Click to view teacher comments. For more information, see Teacher Comments.</td>
</tr>
<tr>
<td>School Bulletin</td>
<td>Click to view the current school bulletin. For more information, see School Bulletin.</td>
</tr>
<tr>
<td>Class Registration</td>
<td>Click to view course requests. For more information, see Class Registration.</td>
</tr>
<tr>
<td>My Calendars</td>
<td>Click to subscribe to specific homework and event calendars. For more information, see My Calendars.</td>
</tr>
<tr>
<td>Account Preferences</td>
<td>Use this feature to update account information and add/delete student associations. For more information, see Account Preferences.</td>
</tr>
<tr>
<td></td>
<td>Additional options may be added as needed.</td>
</tr>
</tbody>
</table>
Work with the Main Menu

Read this section to understand the basics of working with the main menu.

**NOTE:** You do not need to complete the activities in any particular order, but you should be familiar with all of them.

### Grades and Attendance

Use this page to view the grades and attendance for the student in the current year. The legend at the bottom of the page displays the attendance codes and their meanings.

- **Snap-shot of last 2 weeks attendance**
- **To view information for dropped classes, click **Show dropped classes also**
- **To send an email to the teacher, click the name of the teacher. To use this function, your web browser must be properly configured.**

To view grade details, click a grade in the term column. The **Class Score Detail** page appears.

To view attendance dates click on the Absences or Tardies number.

### Grades and Attendance

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Teacher</th>
<th>Term</th>
<th>Absences</th>
<th>Tardies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
<td>F</td>
<td><strong>Krush, Angela</strong></td>
<td>Term 1</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>English (CP)</td>
<td>B</td>
<td><strong>Krush, Angela</strong></td>
<td>Term 1</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Health (CP)</td>
<td>B</td>
<td><strong>Krush, Angela</strong></td>
<td>Term 1</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Human Behavior</td>
<td>B</td>
<td><strong>Krush, Angela</strong></td>
<td>Term 1</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Advisory Group</td>
<td>B</td>
<td><strong>Krush, Angela</strong></td>
<td>Term 1</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Spanish II (CP)</td>
<td>B</td>
<td><strong>Krush, Angela</strong></td>
<td>Term 1</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Algebra I (CP)</td>
<td>B</td>
<td><strong>Krush, Angela</strong></td>
<td>Term 1</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Science and Society (CP)</td>
<td>B</td>
<td><strong>Krush, Angela</strong></td>
<td>Term 1</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

Current Weighted GPA (Q2): 3.83

Show dropped classes also
Grades History

Use this page to view quarter and semester grades for the student for the current year. As with the Grades and Attendance screen, clicking the grade in the % column will open the Class Score Detail Page.

Attendance History

Use this page to view attendance records for the student in the current year. The legend at the bottom of the page displays the attendance codes and their meanings.
Email Notifications

If you wish to receive information about your student’s grades, attendance, and assignment scores, use this page to set up your e-mail preferences. You can specify which information you would like to receive, how often you would like to receive the information, and where to send the e-mail.

Teacher Comments

Use this page to view any comments that teachers entered regarding items such as the student’s achievement or behavior. Report Card and Progress Report Comments can be found on the Class Score Detail Page.

School Bulletin

This page serves as the school’s ‘Message Board’ whereby the school can post a variety of information for you to view.
Class Registration

Use this page to view any existing course requests for the upcoming year. This is not your child's schedule for the upcoming year.

### 2010-2011 Course Requests

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Type</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>0212</td>
<td>Ancient World History (CP)</td>
<td>Required</td>
<td>1.00</td>
</tr>
<tr>
<td>3211</td>
<td>English I (CP)</td>
<td>Required</td>
<td>1.00</td>
</tr>
<tr>
<td>2436</td>
<td>Spanish I (CP)</td>
<td>Required</td>
<td>1.00</td>
</tr>
<tr>
<td>4511</td>
<td>Physical Education</td>
<td>Required</td>
<td>0.50</td>
</tr>
<tr>
<td>5512</td>
<td>Health</td>
<td>Required</td>
<td>0.50</td>
</tr>
<tr>
<td>6411</td>
<td>Algebra I (CP)</td>
<td>Required</td>
<td>1.00</td>
</tr>
<tr>
<td>7512</td>
<td>Science and Society (CP)</td>
<td>Required</td>
<td>1.00</td>
</tr>
<tr>
<td>1516</td>
<td>Band (CP)</td>
<td>Elective</td>
<td>1.00</td>
</tr>
<tr>
<td>7718</td>
<td>Woodworking I (CP)</td>
<td>Elective</td>
<td>1.00</td>
</tr>
</tbody>
</table>

**Total Credit Hours Requested**: 8.00

**Total Alternate Hours Requested**: 1.00

My Calendars

Use this tool to subscribe to and receive homework and school event information in the form of a calendar on your computer. You will need an application which supports the vCalendar standard. To find an application that supports vCalendar visit [http://www.icalshare.com/](http://www.icalshare.com/).
Account Preferences

Use this page to change account login information and add/delete student associations. Edit user name and password by clicking on the icon.

To add additional students to this account you will need to know the student’s Access ID and Access Password.

Quit PowerSchool Parent Portal

When finished working in PowerSchool Parent Portal, it is important to log out of the application. You can log out of PowerSchool Parent Portal from any page in the application.

To log out, click the upper right corner of the screen.

NOTE: If you are not actively working in PowerSchool Parent Portal, your session may timeout. If so, you need to log in again.