

# PowerSchool Parent Portal Single Sign-On

## Quick Reference Guide

### *Introduction - Updated 16-17*

Parent Portal Single Sign-On is now available for students in grades K-12. This resource enables you to view attendance, lunch balances, schedules and other important information regarding your student. Parents and guardians no longer have to share logins as each parent or guardian can set up his or her own unique login and password. Single Sign-On also allows you to manage your own personal Parent Portal account preferences.

#### **NOTE:**

-If your child is in grades K-12 your **Access ID** to create an account is your student's number preceded by a capital P and the **Access Password** is 'School'. These entries are case sensitive.

-If you have an existing account you may easily add students on the 'Account Preferences' screen under the 'Students' tab.

### *Instructions for Creating a Parent Account*

Using any browser, go to 'http://ps.nwcs.k12.in.us/guardian'. You can also select the PowerSchool Parent Portal link located in the Parents section on our district website. The Sign In screen will have a tab with the label 'Create Account', as shown. On the 'Create Account' tab click the Create Account button.



PowerSchool

Sign In Create Account

Student and Parent Sign In

Username

Password

Having trouble signing in?

Sign In

Fill in the information requested at the top of the window. For Password, try to mix upper and lower case letters and numbers to arrive at a strong password. The indicator will change as you enter characters.

Create Parent Account	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/> <input type="text"/>
Re-enter Password	<input type="password"/>
Password must: -Be at least 6 characters long	

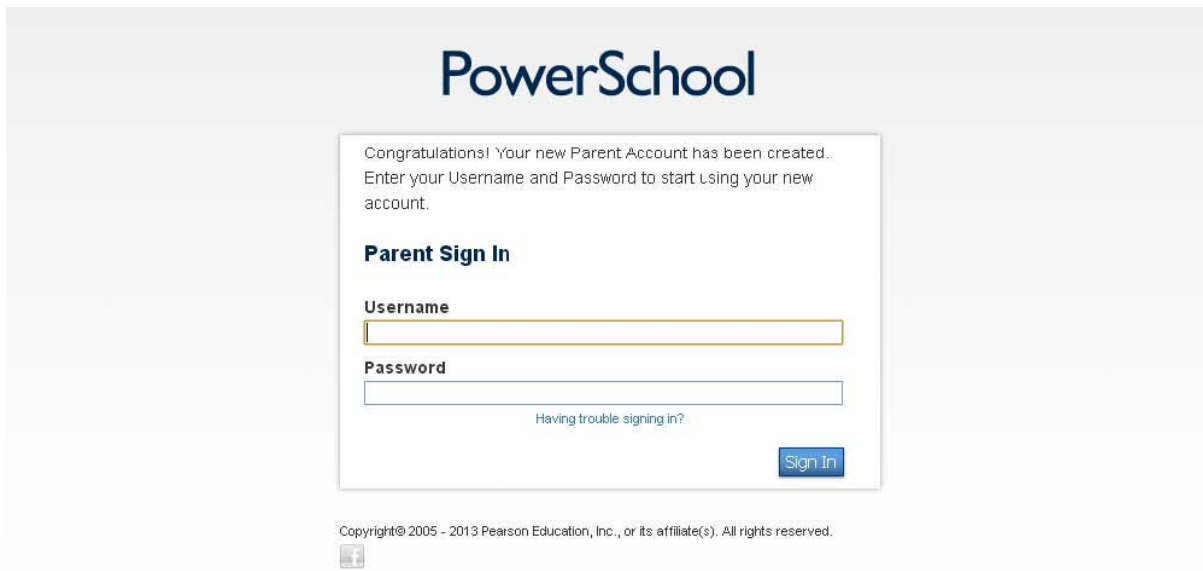
  

Link Students to Account	
Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account	
1	
Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose ▾
2	
Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose ▾

### ***Link Students to Account***

The next step is to link your child's information to your account. Enter your child's name in the Student Name column, row 1. For Access ID and Access Password, enter the information that has been provided to you by your child's school or in the introduction of this document. Finally, select your relationship to the student from the list provided.

If you have additional children enrolled, just continue adding their respective information in rows 2., 3., etc. When completed, scroll to the bottom of the screen and click the Enter button: You will now see the sign in screen, indicating that your new Parent Account has been created, as shown:

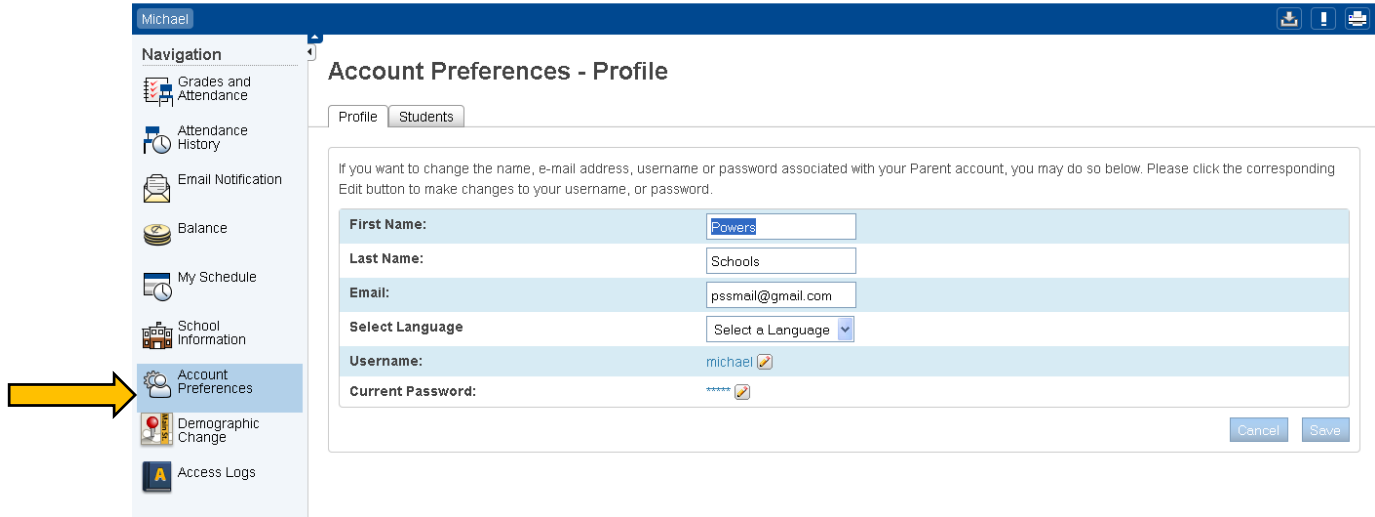


If instead, you see a screen with the message as shown, it indicates that you did not enter a valid Access ID and/or Access Password. You will need to re-enter the correct information and submit again. (Please note that the Access ID and Access Password are case sensitive.)



### ***Updating your Account***

Once you have created your parent portal account, you can make changes to your account profile at any time. To do so, select the Account Preferences option from the Navigation section of your screen. Make any desired changes to the Account Preferences – Profile screen shown and click the Save button. See example:



Michael

Navigation

- Grades and Attendance
- Attendance History
- Email Notification
- Balance
- My Schedule
- School Information
- Account Preferences**
- Demographic Change
- Access Logs

### Account Preferences - Profile

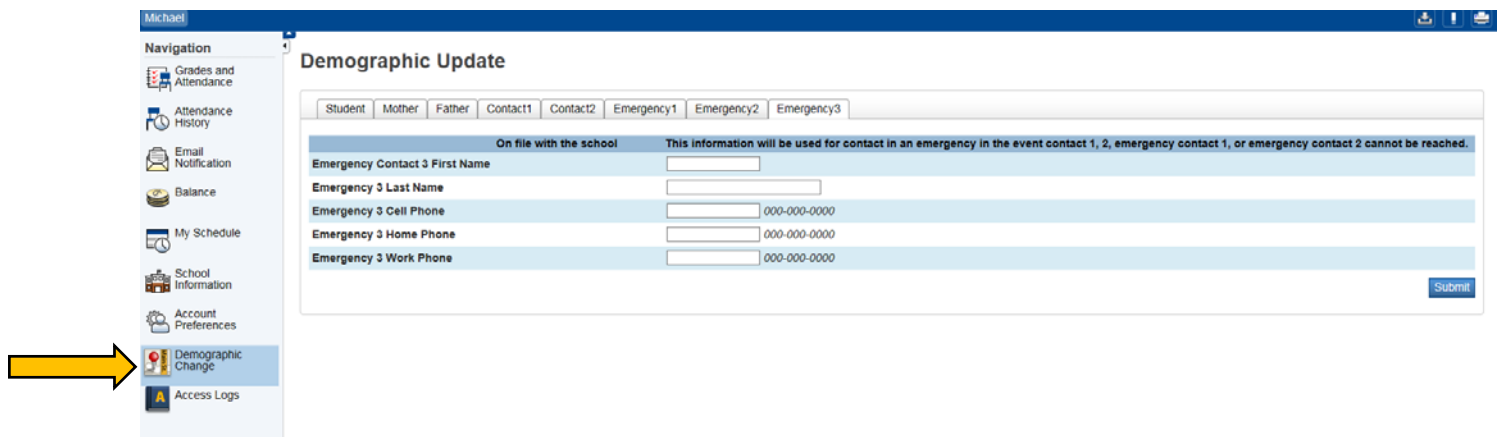
Profile | Students

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:	<input type="text" value="Powers"/>
Last Name:	<input type="text" value="Schools"/>
Email:	<input type="text" value="pssmail@gmail.com"/>
Select Language	<input type="text" value="Select a Language"/>
Username:	<input type="text" value="michael"/>
Current Password:	<input type="password" value="*****"/>

## Updating Demographics

Please verify your address and contact information currently in PowerSchool by clicking on the Demographics Change option from the Navigation section as shown. If changes need to be made, click in the appropriate box and type the correct information. Once you have reviewed and made all changes, hit the Submit button at the bottom of the page. This information will be reviewed and updated for your child.



Michael

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### Demographic Update

Student | Mother | Father | Contact1 | Contact2 | Emergency1 | Emergency2 | Emergency3

On file with the school This information will be used for contact in an emergency in the event contact 1, 2, emergency contact 1, or emergency contact 2 cannot be reached.

Emergency Contact 3 First Name	<input type="text"/>
Emergency 3 Last Name	<input type="text"/>
Emergency 3 Cell Phone	<input type="text" value="000-000-0000"/>
Emergency 3 Home Phone	<input type="text" value="000-000-0000"/>
Emergency 3 Work Phone	<input type="text" value="000-000-0000"/>

## Account Setup Assistance

If you have any difficulties setting up your parent portal account, please contact:

**Patti Macias, Technology Resource**  
**260-543-2213 x1011 or**  
**patti.macias@nwcs.k12.in.us**