

PowerSchool Parent Portal Single Sign-On

Quick Reference Guide

Introduction - Updated 18-19

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 (e.g. P88888888) 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/public'. 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

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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.

The screenshot shows a web interface for creating a parent account. The top section is titled "Create Parent Account" and contains several input fields: First Name, Last Name, Email, Desired Username, Password, and Re-enter Password. A small icon is visible next to the Password field. Below these fields is a note: "Password must: -Be at least 6 characters long". The second section is titled "Link Students to Account" and contains a heading: "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". There are two rows of input fields, labeled "1" and "2". Each row contains fields for Student Name, Access ID, Access Password, and Relationship (a dropdown menu with "-- Choose" selected).

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:

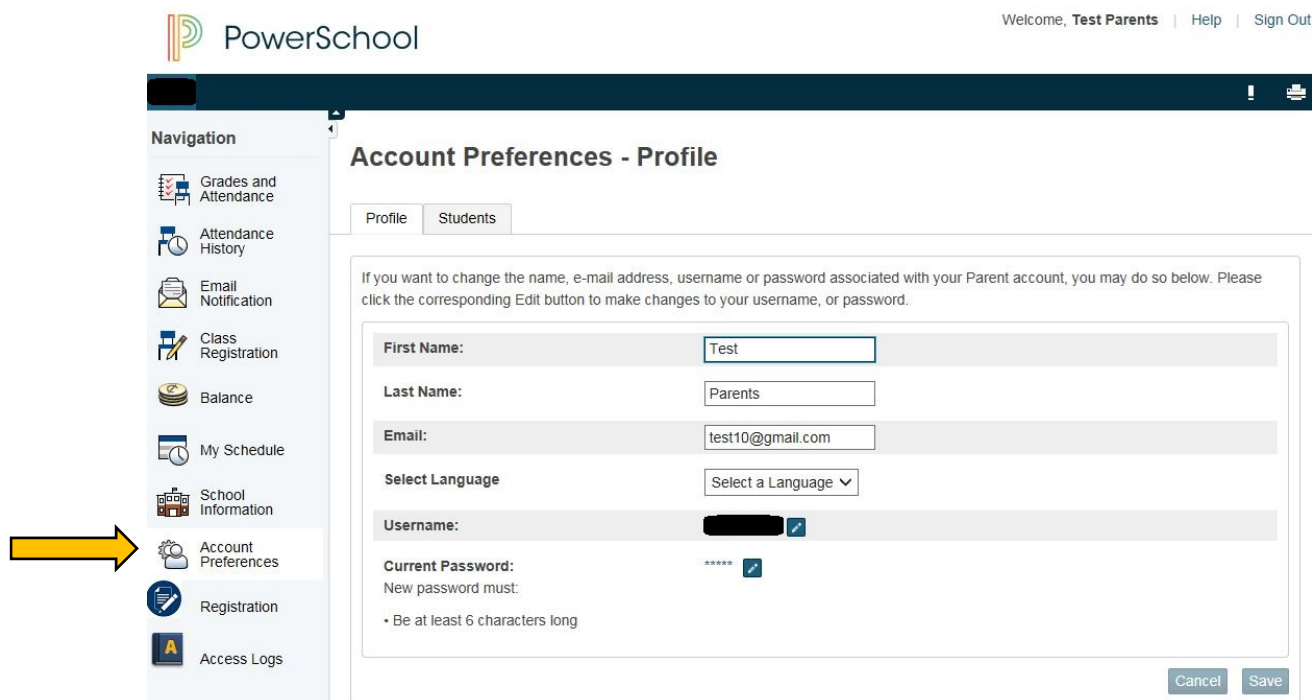
The screenshot shows the PowerSchool logo at the top. Below it is a message: "Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account." Below this message is a section titled "Parent Sign In" with two input fields: Username and Password. A link "Having trouble signing in?" is located below the Password field. A blue "Sign In" button is at the bottom right of the sign-in area. At the very bottom of the page, there is a copyright notice: "Copyright © 2005 - 2013 Pearson Education, Inc., or its affiliate(s). All rights reserved." and a small icon.

If instead, you see a screen with the message as shown below, 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.)



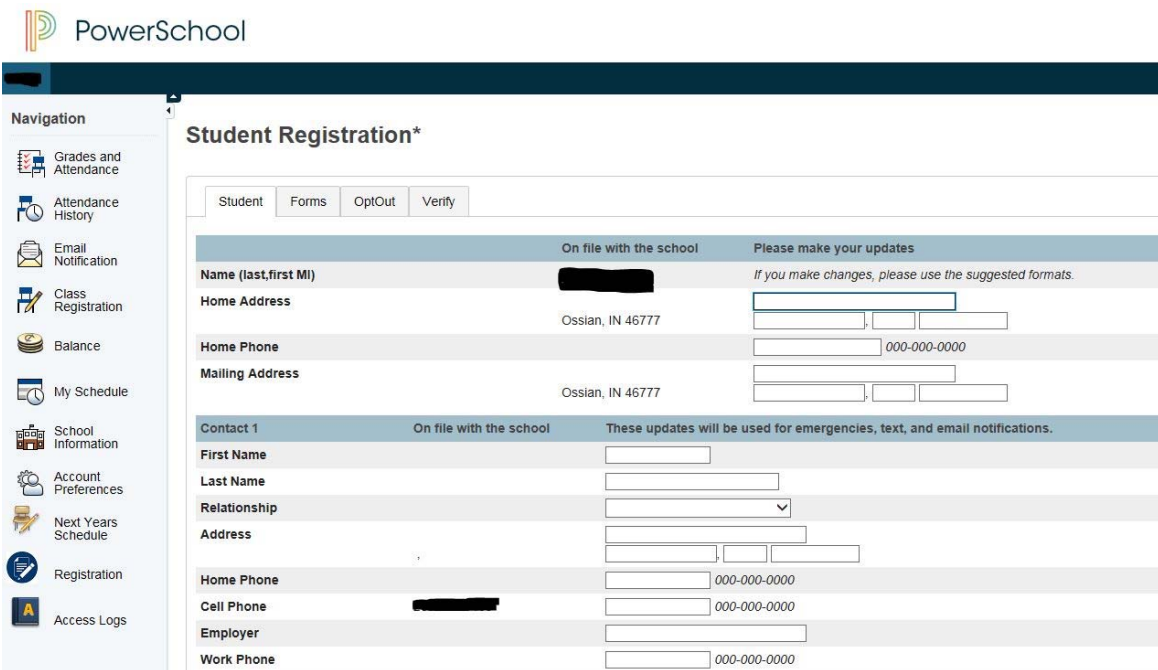
Updating your Account

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 and click the Save button.



Updating Registration

Please verify your address and contact information currently in PowerSchool by clicking on the 'Registration' option from the Navigation section as shown. After updating demographic information complete the 'Forms', 'OptOut' and 'Verify' tabs.



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Navigation

- Grades and Attendance
- Attendance History
- Email Notification
- Class Registration
- Balance
- My Schedule
- School Information
- Account Preferences
- Next Years Schedule
- Registration**
- Access Logs

Student Registration*

Student Forms OptOut Verify

	On file with the school	Please make your updates
Name (last,first MI)	[REDACTED]	<input type="text"/> <small>If you make changes, please use the suggested formats.</small>
Home Address	Ossian, IN 46777	<input type="text"/> <input type="text"/> <input type="text"/>
Home Phone		<input type="text"/> 000-000-0000
Mailing Address	Ossian, IN 46777	<input type="text"/> <input type="text"/> <input type="text"/>

Contact 1	On file with the school	These updates will be used for emergencies, text, and email notifications.
First Name		<input type="text"/>
Last Name		<input type="text"/>
Relationship		<input type="text"/>
Address		<input type="text"/> <input type="text"/> <input type="text"/>
Home Phone		<input type="text"/> 000-000-0000
Cell Phone	[REDACTED]	<input type="text"/> 000-000-0000
Employer		<input type="text"/>
Work Phone		<input type="text"/> 000-000-0000

Account Setup Assistance

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

Patti Macias, Technology Resource
260-622-4125 x1011 or
patti.macias@nwcs.k12.in.us