

PowerSchool Parent Portal Single Sign-On

Quick Reference Guide

Introduction - Updated 20-21

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://nwcs.powerschool.com/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.



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

Last Name

Email

Desired Username

Password

Re-enter 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

Access ID

Access Password

Relationship

2

Student Name

Access ID

Access Password

Relationship

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:

PowerSchool

Congratulations! Your new Parent Account has been created.
Enter your Username and Password to start using your new account.

Parent Sign In

Username

Password

Having trouble signing in?

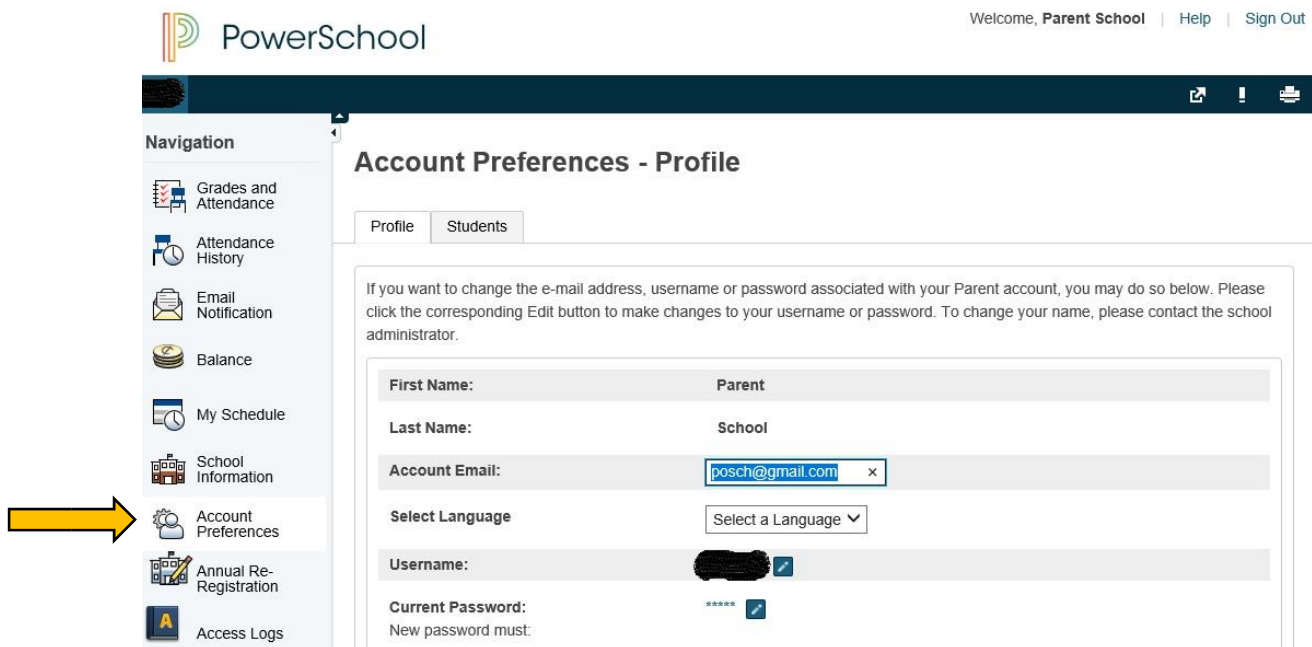
Copyright© 2005 - 2013 Pearson Education, Inc., or its affiliate(s). All rights reserved.

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

After receiving your PowerSchool Registration Invite, please complete all forms, verify your address, and contact information currently in PowerSchool by clicking on the 'Annual ReRegistration' option from the Navigation section as shown.

Navigation

- Grades and Attendance
- Attendance History
- Email Notification
- Balance
- My Schedule
- School Information
- Account Preferences**
- Annual Re-Registration
- Access Logs

Account Preferences - Profile

Profile Students

If you want to change the 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. To change your name, please contact the school administrator.

First Name:	Parent
Last Name:	School
Account Email:	<input type="text" value="posch@gmail.com"/>
Select Language	<input type="text" value="Select a Language"/>
Username:	<input type="text" value="[REDACTED]"/>
Current Password:	<input type="password" value="*****"/>

New password must:

- Be at least 6 characters long

Account Setup Assistance

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

Krista Eisberg

260-565-3135 x5010

Krista.eisberg@nwcs.k12.in.us