

PowerSchool Parent Portal

Single Sign-On

Quick Reference Guide

Introduction - Updated 21-22

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. 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, then "Add Student" and enter the students name and Access ID and Access Password as outlined above.

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 as the parent or guardian at the top of the window. The "Desired Username" will be your username to log in with in the future. For the 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. It is divided into two main sections: 'Create Parent Account' and 'Link Students to Account'. The 'Create Parent Account' section includes input fields for First Name, Last Name, Email, Desired Username, Password, and Re-enter Password. A note below these fields states: 'Password must: -Be at least 6 characters long'. The 'Link Students to Account' section has a heading 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account.' Below this heading are two rows of input fields, labeled '1' and '2'. Each row contains fields for Student Name, Access ID, Access Password, and a Relationship dropdown menu.

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:

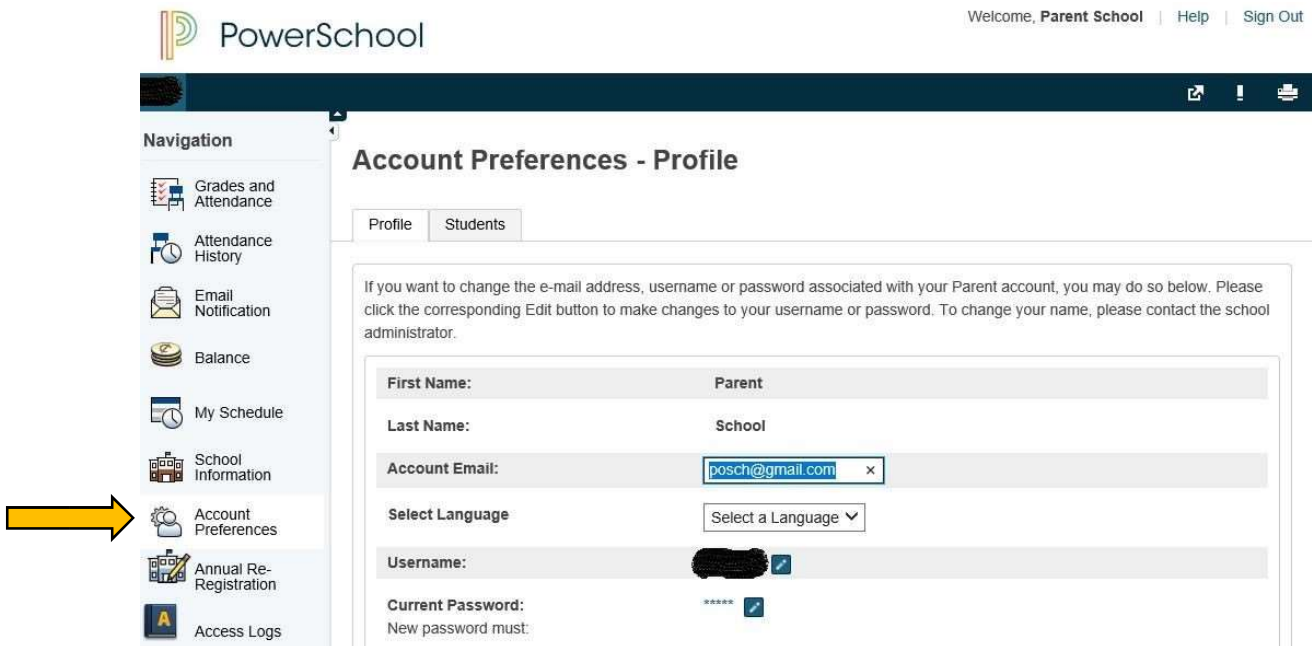
The screenshot shows the PowerSchool Parent Sign In screen. At the top, the 'PowerSchool' logo is displayed. Below the logo, a message reads: 'Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.' Underneath this message is the heading 'Parent Sign In'. Below the heading are two input fields: 'Username' and 'Password'. Below the Password field is a link that says 'Having trouble signing in?'. At the bottom right of the sign-in area is a blue 'Sign In' button. At the very bottom of the page, there is a small copyright notice: '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.)



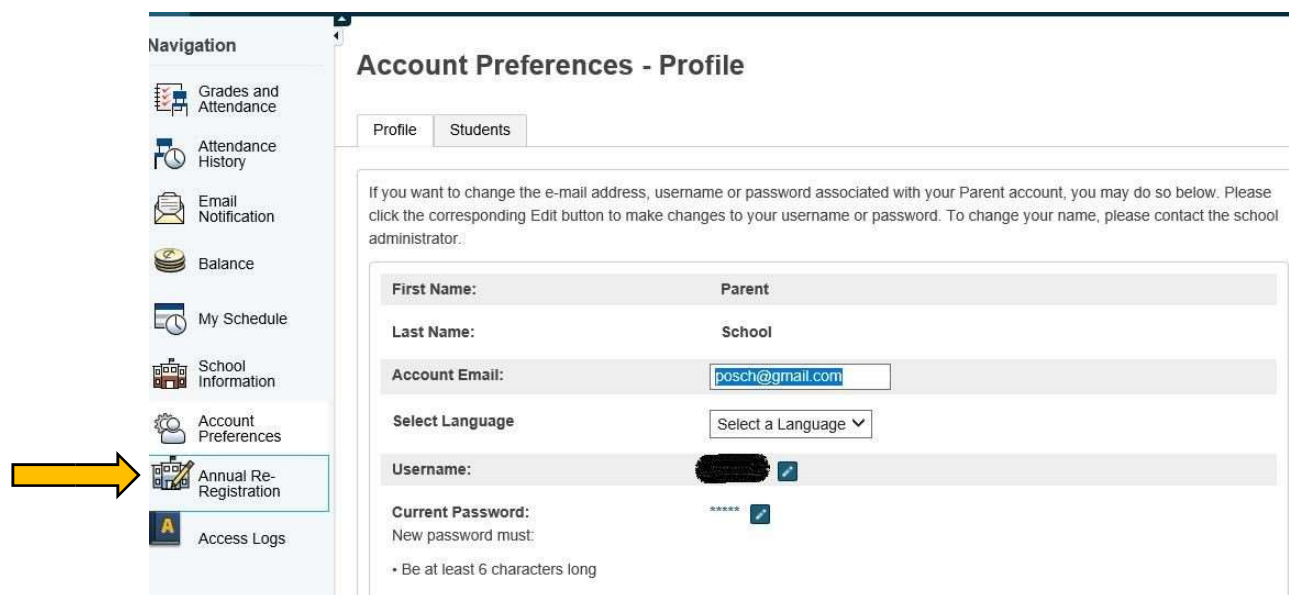
Updating your Account

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 registration is open for the school year, log into your account and click on the 'Annual ReRegistration' option from the Navigation section as shown. Be sure to complete and submit a registration for each student on your account.



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="*****"/> <input type="button" value="Edit"/>
Current Password:	<input type="text" value="*****"/> <input type="button" value="Edit"/>

New password must:

- Be at least 6 characters long

Account Setup Assistance

If you have any difficulties setting up your parent portal account, you may contact me or your school's office after Monday, July 26, 2021:

Krista Eisberg

260-622-4125 x1005

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