PowerSchool Parent Portal Administrator Guide

PowerSchool 7.x
Student Information System

Released March 2012

Document Owner: Documentation Services

This edition applies to Release 7.1.3 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Preface

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool online help is updated as PowerSchool is updated. Not all versions of the PowerSchool online help are available in a printable guide. For the most up-to-date information, click **Help** on any page in PowerSchool.

Referenced Sections

This guide is based on the PowerSchool online help, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to "Click **File > New > Window**," begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text "**Note:**."

Introduction

PowerSchool's external interface gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, lunch menus, and even personal messages from the teacher.

With PowerSchool's powerful communication tools, everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their gradebook to make decisions on what information they want to share with parents and students.

Parent Access Management

With the introduction of Parent Access Management, PowerSchool now provides a tool to assist your school district with creating and managing parent accounts independent of student accounts.

Parent Single Sign-On Security

In addition to Parent Access Management, PowerSchool now offers parent single sign-on security. If enabled, each parent can sign in to the PowerSchool Parent Portal with one account and see any and all students for whom they have legal and parental rights to.

Quick Start

To get started immediately, perform the following tasks to set up and begin using the PowerSchool Parent Portal:

- Set Page-Level Permissions
- Enable Parent Single Sign-On Security (optional)
- Enable Parent Access
- Enable Students Account Access
- Assign IDs and Password
- Set Display Options
- Set Up Email
- Distribute IDs and Password

Administration

Display Options

PowerSchool provides various display options for the PowerSchool Parent Portal that allow administrators to control the data viewed by students or their parents.

Set District Name

When viewing school bulletins or printing PowerSchool Parent Portal information, the name of the selected student's school district appears at the top of the page. If you wish to update the district name, an option is available to modify the text as it appears in the PowerSchool Parent Portal.

How to Set the District Name

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Other, click **Miscellaneous**. The Miscellaneous page appears.
3. Enter the name of the school district in the **Name of district that parents see on sign in screen** field.
4. Click **Submit**. The Changes Recorded page appears.

Hide/Show Balance Icon

When signed in to the PowerSchool Parent Portal, students and their parents can use the Balance icon to access fee transaction and lunch balance information. For PowerSchool users who do not use PowerLunch or the Fees component, the option is available to remove the Balance icon from the PowerSchool Parent Portal.

How to Hide/Show the Balance Icon

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Other, click **Miscellaneous**. The Miscellaneous page appears.
3. Select the **Do not show the lunch balance on parent/student pages** checkbox to disable the Balance icon on the PowerSchool Parent Portal. When selected, the PowerSchool Parent Portal navigation bar no longer displays the Balance icon.

   Note: Alternately, deselect the **Do not show the lunch balance on parent/student pages** checkbox to enable the Balance icon on the PowerSchool Parent Portal navigation bar. When selected, the PowerSchool Parent Portal navigation bar displays the Balance icon.

4. Click **Submit**. The Changes Recorded page appears.

Set Grades/Store Codes

You can specify which grades or store codes you'd like to appear in the PowerSchool Parent Portal. In addition to specifying the grade or store code, you can also specify whether the grades shown are from the current grade records or stored grade records.

How to Set Grades/Store Codes

1. On the start page, choose **School** from the main menu.
2. Click **Current Grade Display**. The Current Grade Display page appears.
3. Enter the store codes you would like to display in each of the six available columns in the **Store Code** field(s). Not all columns must be used.
4. Select the source of data for each of the columns from the **Source of Data** pop-up menu. The source determines whether current or stored grades are displayed when viewing grades in the parent portal.
5. Indicate the current final grade to be used throughout PowerSchool in the Current Grade field. The current grade determines which grades are used when calculating the student's current GPA.
6. Click **Submit** to save your changes.

Set Parent/Student Access Term

The parent/student access term allows you to determine which term parent and student access is limited to.

How to Set Parent/Student Access Term

1. On the start page, choose **School** from the main menu.
2. Click **Current Grade Display**. The Current Grade Display page appears.
3. Enter a valid term abbreviation in the **Parent/Student Access term** field.

   Note: Only yearlong classes and classes that occur within the specified term will be displayed. Valid values for this field are term abbreviations in the current school year's Years and Terms setup. For example, if you have only defined the Y1, S1, and S2 terms, you will not be able to specify Q1 as the Parent/Student Access Term.

Email

Set Up Email

Before parents can receive email in the PowerSchool Parent Portal, you must enable email on the PowerSchool server.

How to Set Up Email

1. On the start page, choose **System** from the main menu. The System Administrator page appears.
2. Click **System Settings**. The System Settings page appears.
3. Click **E-mail Setup**. The Email Setup page appears.
4. Use the following table to enter information in the fields:

Field	Description
Enable Email Notifications	In order for parents to receive scheduled email notifications, choose **Yes** from the pop-up menu. Alternatively, if you do not want PowerSchool users to receive scheduled email notifications, choose **No** from the pop-up menu. **Note:** This setting only applies to scheduled email notifications and not to the **Send Now** feature available on the PowerSchool Parent Portal. Parents can receive information immediately whenever needed.
POP/SMTP Server	Enter your PowerSchool mail server address. Although you can enter a URL, an IP address is preferred.
E-mail Address Of PowerSchool Technical Administrator	Enter your system administrator's email address.
E-mail "From" Host For Mail Generated By PowerSchool	Enter the domain name that appears after all email addresses at your school. For example, if your email address is user@auhsd.ca.us, enter **auhsd.ca.us**. Do not enter an IP address in this field.
Reply-To E-mail For Electronic Progress Reports Sent To Parents	Enter the email address to which parents can reply when they receive a progress report email. On your mail server, you must set up an account that matches this address. Ensure that the email address you enter exists on your district's email server.
Reply-to Email for Parent Account Management	Enter the email address to which parents can reply when they receive an account created, an account updated, or a password recovery email notification. On your mail server, you must set up an account that matches this address. Ensure that the email address you enter exists on your district's email server.
Complete E-mail Address To Use As The "From" Address When Sending	Enter the email address you want administrators and teachers to reply to when they receive system-generated email messages. The system also displays this address as the From address in an email message. For example, if a

Field	Description
System-Generated E-mail To Administrators And Teachers	student changes classes in the middle of a semester, the system sends an email message to the teacher of the class in which the student is enrolling.
	Ensure that the email address you enter exists on your district's email server and is configured to allow email message relaying without authentication.

5. Set up the following account on your mail server: powerschool@<yourmailserver>. For example, if your email address is user@fhs.fuhsd.ca.us, then the account must be set up as **powerschool@fhs.fuhsd.ca.us**.
6. Click **Submit**. The System Settings page appears.

Parent Accounts

The parent accounts pages provide you with a parent-centric view to managing student and parent accounts. Using the parent accounts pages, you can:

- Search Parent Accounts
- Manage Parent Accounts
- Lock/Unlock Parent Accounts
- Reset Parent Account Passwords
- Manage Students Associated to Parent Accounts

Note: Access to these pages is based on your page-level permissions. For more information, see *Permissions*.

Parent Search

The Parent Search function serves as the gateway into managing parent accounts. Using the Parent Search function, you can search for existing parent accounts based on first name, last name, and/or email address. If there is a matching account, information about that account appears providing you with the opportunity to view or make modifications as needed. If there is no matching account, you can use the New Parent Entry function to create a new account.

Note: Click **How to Search** to learn about searching. When you finish, either click **Back** on the Web browser until you return to the start page or click the **PowerSchool** logo.

How to Search for Parent Accounts

1. On the start page, click **Parent Search**. The Parent Search page appears.
2. Use the following table to enter information in the fields:

Field	Description

Field	Description
First Name	Enter search criteria.
Last Name	Enter search criteria.
Email Address	Enter search criteria.

3. Click the **Search** icon to initiate the search. Depending on the number of results, one of the following pages appears:

- If the search results in more than one match, the Parent Search Results page appears. Click the name of the individual whose record you want to work with. The Edit Parent page appears. For more information, see *How to Edit Parent Account Information*.
- If the search results in only one match, the Edit Parent page appears. For more information, see *How to Edit Parent Account Information*.
- If the search results in no matches, you can refine your search by entering additional criteria. For more information, see Step 2 and Step 3.
- If the search results in no matches, you can click **New Parent Entry** to create a new parent account. For more information, see *How to Create a Parent Account*.

How to Browse for Parent Accounts

1. On the start page, click **Parent Search**. The Parent Search page appears.
2. In the Browse Parents section, click a letter of the alphabet to display a list of parents whose last names begin with the selected letter. For example, if you click **B**, the system displays the parents at your school whose last names begin with a "B". Depending on the number of results, one of the following pages appears:

- If the search results in more than one match, the Parent Search Results page appears. Click the name of the individual whose record you want to work with. The Edit Parent page appears. For more information, see *How to Edit Parent Account Information*.
- If the search results in only one match, the Edit Parent page appears. For more information, see *How to Edit Parent Account Information*.
- If the search results in no matches, you can perform a search by entering additional criteria. For more information, see Step 2 of *How to Search for Parent Accounts*.

Manage Parent Accounts

When managing parent accounts, you can create a new account, enable/disable an account, update account information, change the account password, add students to the account, edit student information already associated to the account, or remove students from the account.

Note: Any time a parent account is created or updated, an email notification is automatically sent to the parent.

How to Create a Parent Account

Use this procedure to create a new parent account. When creating the account, you have the option to associate the parent to one or more students. For more information, see *How to Add a Student to a Parent Account*.

Note: This procedure may also be performed via the student Access Accounts page. For more information, see *How to Create a Parent Account*.

1. Click **New Parent Entry**. The New Parent Account page appears.
2. Use the following table to enter information in the fields:

Field	Description
Account Locked/Disabled	See *How to Lock a Parent Account* and *How to Unlock a Parent Account*.
First Name	Enter the parent's first name.
Last Name	Enter the parent's last name.
Email	Enter the parent's email address. The email address you enter is used to send selected information, as well as account recovery notices and account changes confirmations. For more information, see *How to Edit Parent Account Email Preferences*.
Username	Enter the user name to be used by the parent to sign in to the PowerSchool Parent Portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name.
Password	Enter the password to be used by the parent to sign in to the PowerSchool Parent Portal.
Re-enter Password	Enter the password again exactly as you entered it in the above field.

3. To add one or more students to the parent account, see Step 2 of *How to Add a Student to a Parent Account*.
4. Click **Submit**. A confirmation message appears indicating the account is updated.

How to View a Parent Account

Use this procedure to view parent account information, as well as students associated to the parent account.

1. Search for the parent account. For more information, see *Search Parent Accounts*. The Edit Parent Account page displays the following information:

Field	Description

Field	Description
Account Locked/Disabled	Indicates whether the parent's account is enabled or disabled. For more information, see *How to Lock a Parent Account* and *How to Unlock a Parent Account*.
First Name	The parent's first name. For more information, see *How to Edit Parent Account Information*.
Last Name	The parent's last name. For more information, see *How to Edit Parent Account Information*.
Email	The parent's email address. For more information, see *How to Edit Parent Account Information*.
User Name	The parent's PowerSchool Parent Portal user name. For more information, see *How to Edit Parent Account Information*.
New Password	See *How to Reset a Parent Account Password*.
Confirm Password	See *How to Reset a Parent Account Password*.
Students	The first and last name of the students associated to the parent account.
Relationship to Student	The relationship of the student(s) to the parent.
Edit	See *How to Edit the Parent Relationship to a Student* or *How to Edit Parent Account Email Preferences*.
Remove	See *How to Remove a Student from a Parent Account*.
Add	See *How to Add a Student to a Parent Account*.

How to Edit Parent Account Information

1. Search for the parent account. For more information, see *Search Parent Accounts*.
2. On the Edit Parent Account page, edit the parent's **First Name**, **Last Name**, **Email**, **User Name**, and **Password** as needed. For field descriptions, see *How to Create a Parent Account*.
3. Click **Submit**. A confirmation message appears indicating the account is updated.

Lock/Unlock Parent Accounts

Use the following procedures to lock or unlock an individual parent account. When a parent account is locked, the parent cannot sign into the PowerSchool Parent Portal using that account. When a parent account is unlocked, the parent can once again sign into the PowerSchool Parent Portal using that account.

Note: If a parent account is locked, the parent will not receive account changes confirmations if their account is updated.

Note: To lock or unlock all parents from viewing a student's academic record, see *Enable/Disable Parent Access*.

How to Lock a Parent Account

1. Search for the parent account. For more information, see *Search Parent Accounts*.
2. On the Edit Parent Account page, select the **Account Locked/Disabled** checkbox.
3. Click **Submit**. A confirmation message appears indicating the account is updated.

How to Unlock a Parent Account

1. Search for the parent account. For more information, see *Search Parent Accounts*.
2. On the Edit Parent Account page, deselect the **Account Locked/Disabled** checkbox.
3. Click **Submit**. A confirmation message appears indicating the account is updated.

Reset Parent Account Passwords

Use the following procedure to manually reset an individual parent's PowerSchool Parent Portal password. Once you issue the temporary password, the parent will be required to change their password upon signing in.

How to Reset a Parent Account Password

Note: As a security measure, the current parent account password does not appear in the password fields.

1. Search for the parent account. For more information, see *Search Parent Accounts*.
2. On the Edit Parent Account page, use the following table to enter information in the fields:

Field	Description
New Password	Enter the password to be used by the parent to sign in to the PowerSchool Parent Portal.
Confirm New Password	Enter the password again exactly as you entered it in the above field.

3. Click **Submit**. A confirmation message appears indicating the account is updated.

Manage Students Associated to Parent Accounts

Managing students associated to a parent account may be done when creating a parent account or anytime thereafter. For more information, see *How to Create a Parent Account*.

How to Add a Student to a Parent Account

Use this procedure to associate one or more students to the selected parent.

Note: This procedure may also be performed via the student Access Accounts page. For more information, see *How to Add a Parent to a Student Account*.

1. Search for the parent account. For more information, see *Search Parent Accounts*.
2. On the Edit Parent Account page, click the **Add** icon to add a student to the parent account. The Search for Students dialog appears.
3. Enter the student's name in the search field.
4. Click **Search**. Search results only display currently enrolled or pre-registered students belonging to the currently selected school. Search results do not display students who have already been added to the parent's account.

   Note: Use the arrows and links to navigate through the search results.

5. Use the First Name, Last Name, and Grade columns to identify which student you want to associate to the parent.
6. Select the **Add** checkbox of the student you want to associate to the parent. The student's name appears highlighted in blue.
7. Choose the appropriate association of the parent to the student from the **Relationship** pop-up menu.
8. Repeat Step 6 and Step 7 for each student you want to associate to the parent.
9. Click **Add**. The Edit Parent page displays the newly added student.
10. Click **Submit**. A confirmation message appears indicating the account is updated.

How to Edit the Parent Relationship to a Student

Use this procedure to modify the association of one or more students to the selected parent by indicating how the parent is related to the student.

Note: This procedure may also be performed via the student Access Accounts page. For more information, see *How to Edit the Parent Relationship to a Student*.

1. Search for the parent account. For more information, see *Search Parent Accounts*.
2. On the Edit Parent Account page, click the **Pencil** icon next to the student you want to edit. The [Parent Name] Email Preferences for [Student Name] dialog appears.
3. Choose the appropriate association of the parent to the student from the **Relationship to Student** pop-up menu.
4. Do one of the following:

   - Click **Submit** to update email preferences for the selected student.
   - Click **Submit for all Students** to update email preferences for all students associated to the parent.

A confirmation message appears indicating the account is updated.

How to Edit Parent Account Email Preferences

Use this procedure to set or modify email preferences for a parent account. Email preference may be applied to a single student or all students associated to a parent account.

Note: This procedure may also be performed via the student Access Accounts page. For more information, see *How to Edit Parent Account Email Preferences.*

1. Search for the parent account. For more information, see *Search Parent Accounts*.
2. On the Edit Parent Account page, click the **Pencil** icon next to the student you want to edit. The [Parent Name] Email Preferences for [Student Name] dialog appears.
3. Use the following table to enter information in the fields:

Field	Description
What information would you like to receive?	Specify which information you would like send to the parent by selecting the appropriate checkboxes: • **Summary of current grades and attendance** • **Detail report showing assignment scores for each class** • **Detail report of attendance** • **School announcements** • **Balance Alert**
How often?	Specify the rate at which you want to send the parent the selected information from the pop-up menu: • **Never** • **Weekly** • **Every Two Weeks** • **Monthly** • **Daily**
Email Address	Display only of the email address associated to the parent account. The selected information, as well as account recovery notices and account changes confirmations will be sent automatically to this email address. **Note:** To change the email address, see *How to Edit Parent Account Information.*
Additional Email Addresses	Enter additional email addresses that you want the selected information to be sent to. Separate multiple addresses with commas.

4. Do one of the following:

- Click **Submit** to update email preferences for the selected student.
- Click **Submit for all Students** to update email preferences for all students associated to the parent.

A confirmation message appears indicating the account is updated.

How to Remove a Student from a Parent Account

Use this procedure to remove the association of the parent to a selected student.

Note: This procedure may also be performed via the Edit Parent Account page. For more information, see *How to Remove a Parent from a Student Account*.

1. Search for the parent account. For more information, see *Search Parent Accounts*.
2. On the Edit Parent Account page, click the **Minus** icon next to the student you want to remove from the parent account. The Remove Student dialog appears.

   Note: If you remove the student, the student will no longer be accessible to the parent.

3. Click **Remove** to remove the student. The Change Access ID and Password dialog appears.
4. Do one of the following:

   - To prevent the parent from adding the student back to their parent account, enter a new **Access ID** and **Access Password**, confirm the new password, and then click **Save Changes**.
   - To permit the parent to add the student back to their parent account or to add the student to a new parent account, leave these fields blank and then click **Do Not Change**.

   The student no longer appears on the Edit Parent Account page.

5. Click **Submit**. A confirmation message appears indicating the account is updated.

Set Page-Level Permissions

To ensure that only the staff whose job duties include parent account management can make changes to the parent account management pages, you can define which staff members can access those pages by setting permissions at the page level. For each page, enable page permissions access, set page-level permissions, and then disable page permissions access:

- Start Page > System Administrator > System Settings > Security Settings
- Start Page > System Administrator > System Settings > Email Setup
- Start Page > Search Parents
- Start Page > Search Parents > Searching Parent Records
- Start Page > Parent Search > Search Results
- Start Page > Search Parents > New Parent Account
- Start Page > Parent Search > Edit Parent

- Start Page > Student Selection > Access Accounts
- Start Page > Student Selection > Net Access
- Start Page > Reports > Parent Access Statistics

Note: For more information, see *Security Permissions.*

Parent Single Sign-On Security

Enabling parent single sign-on security makes it possible for each parent to sign in to the PowerSchool Parent Portal with one account and see any and all students for whom they have legal and parental rights to.

Enable Parent Single Sign-On Security

Parent single sign-on security affects the way in which parents access their students' academic records. By default, parent single sign-on security is disabled. Once parent single sign-on security is enabled, parent single sign-on security functionality appears throughout the PowerSchool Parent Portal.

Note: If parent single sign-on security is enabled, parents will receive account changes confirmations if their account is updated unless the account is locked. For more information see, *Lock/Unlock Parent Accounts.*

Note: If parent single sign-on security is enabled, the Access ID and Access Password functions as the Access Keys, or credentials. Using the Access ID and Access Password, parents can add students to their parent account. For more information, see *Assign IDs and Passwords.*

How to Enable Parent Single Sign-On Security

1. On the start page, choose **System** from the main menu. The System Administrator page appears.
2. Click **System Settings**. The System Settings page appears.
3. Click **Security**. The Security Settings page appears.
4. Select the **Enable Parent Single Sign-On Security** checkbox.
5. Click **Submit**. The start page appears.

Disable Parent Single Sign-On Security

Once you have enabled parent single sign-on security, later you may find it necessary to render it inoperative. If parent single sign-on security is disabled, parent single sign-on security functionality no longer appears throughout the PowerSchool Parent Portal.

Note: If parent single sign-on security is disabled, parents will not receive account changes confirmations if their account is updated regardless of whether or not the account is locked. For more information see, *Lock/Unlock Parent Accounts.*

Note: If parent single sign-on security is disabled, the Access ID and Access Password functions as the Guardian Web ID and Guardian Password. Using the Guardian Web ID and

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Guardian Password, parents sign in to the PowerSchool Parent Portal using one Guardian Web ID and Guardian Password per student.

How to Disable Parent Single Sign-On

1. On the start page, choose **System** from the main menu. The System Administrator page appears.
2. Click **System Settings**. The System Settings page appears.
3. Click **Security**. The Security Settings page appears.
4. Deselect the **Enable Parent Single Sign-On Security** checkbox.
5. Click **Submit**. The start page appears.

Student Accounts

The student accounts pages provide you with a student-centric view to managing student and parent accounts. Using the student accounts pages, you can:

- Enable/Disable Parent Access
- Enable/Disable Students Accounts
- Assign IDs and Password
- Distribute IDs and Password
- Manage Parents Associated to Student Accounts
- Manage Parent Accounts

Note: Access to these pages is based on your page-level permissions. For more information, see *Set Page Level Permissions*.

Enable/Disable Parent Access

Use the following procedures to lock or unlock all parents from viewing a student's academic record. When enabled, all parents associated to a student can view the student's academic record in the PowerSchool Parent Portal. When disabled, all parents can no longer view the student's academic record in the PowerSchool Parent Portal.

Note: To lock or unlock an individual parent account, see *Lock/Unlock Parent Accounts*.

How to Enable Parent Access

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information choose **Account Access** from the student pages menu. The Account Access page appears.
3. Select the **Enable Parent Access** checkbox.
4. Do one of the following:

    - Manually assign parent/guardian account keys information. For more information, see *How to Manually Assign a Parent/Guardian's Access ID and Password*.

- Auto assign parent/guardian account keys information. For more information, see *How to Automatically Assign a Parent/Guardian's Access ID and Password*.

5. Click **Submit**. A confirmation message appears indicating the account is updated.

How to Disable Parent Access

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information choose **Account Access** from the student pages menu. The Account Access page appears.
3. Deselect the **Enable Parent Access** checkbox.
4. Click **Submit**. A confirmation message appears indicating the account is updated.

Enable/Disable Student Accounts

Use the following procedures to enable or disable an individual student's PowerSchool Parent Portal account. When enabled, a student can sign into the PowerSchool Parent Portal. When disabled, a student can no longer sign into the PowerSchool Parent Portal.

How to Enable a Student's Account

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information choose **Account Access** from the student pages menu. The Account Access page appears.
3. Select the **Enable Student Access** checkbox.
4. Do one of the following:

- Manually assign student account information. For more information, see *How to Manually Assign a Student's Username and Password*.
- Auto assign student access information. For more information, see *How to Automatically Assign a Student's Username and Password*.

5. Click **Submit**. A confirmation message appears indicating the account is updated.

How to Disable a Student's Account

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information choose **Account Access** from the student pages menu. The Account Access page appears.
3. Deselect the **Enable Student Access** checkbox.
4. Click **Submit**. A confirmation message appears indicating the account is updated.

Assign IDs and Passwords

Student and parent PowerSchool Parent Portal IDs and passwords can be manually or automatically assigned individually or by group.

Note: If LDAP is configured on your server, select the **Student LDAP Enabled** checkbox to enable or disable LDAP Authentication for an individual student. For more information, see *LDAP.*

How to Manually Assign a Parent/Guardian's Access ID and Password

1. On the start page, search for and select a student. For more information, see *Search and Select.*
2. Under Information choose **Account Access** from the student pages menu. The Account Access page appears.
3. Use the following table to enter information in the fields:

Field	Description
Access ID	Enter the parent/guardian's access ID.
Access Password	Enter the parent/guardian's access password.

4. Click **Submit**. A confirmation message appears indicating the account is updated.

How to Manually Assign a Student's Username and Password

1. On the start page, search for and select a student. For more information, see *Search and Select.*
2. Under Information choose **Account Access** from the student pages menu. The Account Access page appears.
3. Use the following table to enter information in the fields:

Field	Description
Student User Name	Enter the student's user name.
Student Password	Enter the student's password.

4. Click **Submit**. A confirmation message appears indicating the account is updated.

How to Automatically Assign a Parent/Guardian's Access ID and Password

1. On the start page, search for and select a student. For more information, see *Search and Select.*

2. Under Information choose **Account Access** from the student pages menu. The Account Access page appears.
3. To allow all parents/guardians associated to this student to view the student's academic record in the PowerSchool Parent Portal, select the **Enable Parent/Guardian Access** checkbox.
4. Click **Auto-assign IDs & Passwords for this Student** to assign the parent/guardian user name and password.
5. Click **Submit**. A confirmation message appears indicating the account is updated.

How to Automatically Assign a Student's Username and Password

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information choose **Account Access** from the student pages menu. The Account Access page appears.
3. To allow the student to sign into the PowerSchool Parent Portal, select the **Enable Student Access** checkbox.
4. Click **Auto-assign IDs & Passwords for this Student** to assign the student user name and password.
5. Click **Submit**. A confirmation message appears indicating the account is updated.

How to Automatically Assign IDs/Passwords

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
2. Choose **ID/Password Assignment** from the **Select a function for this group of students** pop-up menu. The Assign Passwords & IDs page appears.

   Note: Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Enter information in the fields, as needed. For field descriptions, see *How to Assign an ID/Password*.
4. Click **Submit**. The Changes Recorded page appears
5. Click **Back** to return to the Assign Passwords & IDs page.

   Note: If a "Warning Page Expired" message appears, click the **PowerSchool** logo to return to the start page.

   To notify parents and guardians of their new Access IDs and Passwords, create a form letter that includes the data access tags ^(web_ID) and ^(web_Password). For more information about form letters, see *Form Letters*. For additional information, see *Distribute IDs and Passwords*.

Distribute IDs and Passwords

Once you have assigned IDs and passwords to your students and their parents, you may need to create a report, print the IDs and passwords, and distribute them to your students

and parents. The following table can be used to determine which fields to include in your report:

Field Label	Field Name	Report Syntax
Student User Name	Student_Web_ID	^(Student_Web_ID)
Student Password	Student_Web_Password	^(Student_Web_Password)
Access ID	Web_ID	^(Web_ID)
Access Password	Web_Password	^(Web_Password)

When using the above fields in an object report, enter the text from the Report Syntax column in a text object. When using the above fields in a form letter, enter the text from the Report Syntax column in the body of the form letter.

Manage Parents Associated to Student Accounts

In addition to managing parent student associations using the parent accounts pages, parent student associations may also be managed from the student accounts pages.

Note: Any time a parent account is created or updated, an email notification is automatically sent to the parent.

How to Add a Parent to a Student Account

Use this procedure to associate the parent to the selected student.

Note: This procedure may also be performed via the Edit Parent Account page. For more information, see *How to Add a Student to a Parent Account*.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Access Accounts** from the student pages menu. The Access Accounts page appears.
3. Click the **Add** icon to add a parent to the student account. The Search Filter dialog appears.
4. Search for and select the parent. For more information, see *Search Parent Accounts*. Search results appear.

   Note: Use the arrows and links to navigate through the search results.

5. Use the First Name, Last Name, and Email columns to identify which parent you want to associate to the student.

   Note: If the parent account does not already exist, you can create a new account by clicking the **New Parent Account** button. For more information, see *How to Create a Parent Account*.

6. Select the **Add** checkbox of the parent you want to associate to the student. The parent's name appears highlighted in blue.

7. Choose the appropriate association of the parent to the student from the **Relationship** pop-up menu.
8. Repeat Step 6 and Step 7 for each parent you want to associate to the student.
9. Click **Add**. The Access Accounts page displays the newly added parent.
10. Click **Submit**. A confirmation message appears indicating the account is updated.

How to Edit the Parent Relationship to a Student

Use this procedure to modify the association one or more students to the selected parent by indicating how the parent is related to the student.

Note: This procedure may also be performed via the Edit Parent Account page. For more information, see *How to Edit the Parent Relationship to a Student*.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Access Accounts** from the student pages menu. The Access Accounts page appears.
3. Click the **Pencil** icon next to the parent access account you want to edit. The [Parent Name] Email Preferences for [Student Name] dialog appears.
4. Choose the appropriate association of the parent to the student from the **Relationship to Student** pop-up menu.
5. Do one of the following:

   - Click **Submit** to update email preferences for the selected student.
   - Click **Submit for all Students** to update email preferences for all students associated to the parent.

   A confirmation message appears indicating the account is updated.

How to Remove a Parent from a Student Account

Use this procedure to remove the association of the parent to the selected student.

Note: This procedure may also be performed via the Edit Parent Account page. For more information, see *How to Remove a Student from a Parent Account*.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Access Accounts** from the student pages menu. The Access Accounts page appears.
3. Click the **Minus** icon next to the parent you want to remove from the student account. The Remove Parent dialog appears.

   Note: If you remove the parent, the student will no longer be accessible to the parent.

4. Click **Remove** to remove the parent. The Change Access ID and Password dialog appears.
5. Do one of the following:

- To prevent the parent from adding the student back to their parent account, enter a new **Access ID** and **Access Password**, confirm the new password, and then click **Save Changes**.
- To permit the parent to add the student back to their parent account or to add the student to a new parent account, leave these fields blank and then click **Do Not Change**.

The student no longer appears on the Edit Parent Account page.

6. Click **Submit**. A confirmation message appears indicating the account is updated.

Manage Parent Accounts

In addition to managing parent accounts using the parent accounts pages, parent accounts may also be managed from the student accounts pages.

Note: Any time a parent account is created or updated, an email notification is automatically sent to the parent.

How to Create a Parent Account

Use this procedure to create a new parent account. When creating the account, you have the option to associate the parent to the selected student by indicating how the parent is related to the student.

Note: This procedure may also be performed via the Parent Search page. For more information, see *How to Create a Parent Account*.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Access Accounts** from the student pages menu. The Access Accounts page appears.
3. Click the **Add** icon to add a parent to the student account. The Search Filter dialog appears.
4. Click **New Parent Entry**. The New Parent Account page appears.
5. Enter the required information. For field descriptions, see *How to Create a Parent Account*.
6. To add one or more students to the parent account, see Step 2 of *How to Add a Student to a Parent Account*.
7. Click **Submit**. A confirmation message appears indicating the account is updated.

How to Edit Parent Account Email Preferences

Use this procedure to set or modify email preferences for a parent account. Email preference may be applied to a single student or all students associated to a parent account.

Note: This procedure may also be performed via the Edit Parent Account page. For more information, see *How to Edit Parent Account Email Preferences*.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Information, choose **Access Accounts** from the student pages menu. The Access Accounts page appears.
3. Click the **Pencil** icon next to the parent access account you want to edit. The [Parent Name] Email Preferences for [Student Name] dialog appears.
4. Edit the information as needed. For field descriptions, see *How to Edit Parent Account Email Preferences*.
5. Do one of the following:

   - Click **Submit** to update email preferences for the selected student.
   - Click **Submit for all Students** to update email preferences for all students associated to the parent.

   A confirmation message appears indicating the account is updated.