

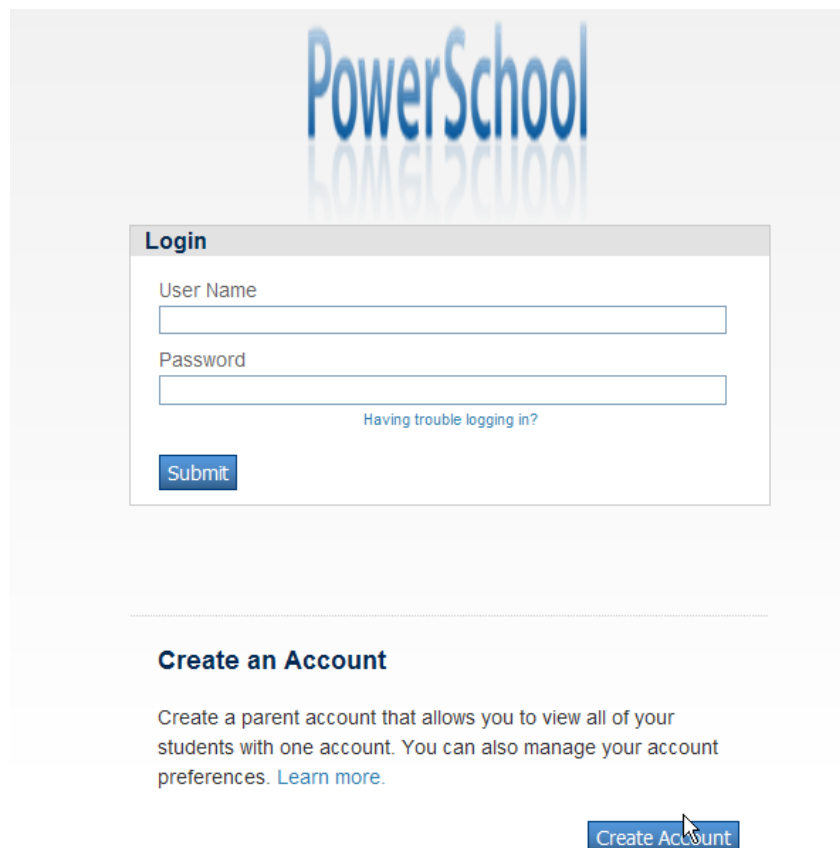
# HOW TO SET UP SINGLE SIGN ON FOR PARENT PORTAL IN POWERSCHOOL

Before you can access your student(s) information, you MUST create your account which ties you to your student(s).

To create your own user account, you will need to have the user name and password assigned to the parent and your student(s) name(s) as they appear in PowerSchool.

Log on to PowerSchool directly: <https://sis.scpcsd.sc.gov/public/>

1. Scroll to the bottom and select **CREATE ACCOUNT**



The screenshot shows the PowerSchool login page. At the top, the 'PowerSchool' logo is displayed in a large, blue, stylized font. Below the logo is a 'Login' form with two input fields: 'User Name' and 'Password'. A blue 'Submit' button is located below the password field. A link for 'Having trouble logging in?' is positioned between the password field and the submit button. Below the login form, there is a section titled 'Create an Account' with a brief description and a 'Learn more' link. At the bottom right of the page, a blue 'Create Account' button is visible, with a mouse cursor hovering over it.

2. Here you will fill out the designated fields:
  - a. **YOUR** First name
  - b. **YOUR** Last name
  - c. **YOUR** email (email address where you want to be contacted from the school, teachers, administrators, etc.)
  - d. **YOUR** desired username (*this should NOT be the same as the Access ID(s) that you were given to set up your account (Parent Portal Letter)*)
  - e. Next enter and verify the **password** you will use for your account. *Passwords must be at least 7 characters long.*

**Note: MAKE A NOTE OF THE DESIRED USERNAME AND PASSWORD AS THIS WILL BECOME YOUR USERNAME AND PASSWORD TO LOG INTO POWERSCHOOL.**

**PowerSchool**

**Create Parent Account**

First Name	<input type="text" value="Test"/>
Last Name	<input type="text" value="Account"/>
Email	<input type="text" value="taccount@gmail.com"/>
Desired Username	<input type="text" value="Fakeparent"/>
Password	<input type="password" value="••••••••"/> <span style="background-color: yellow; border: 1px solid gray; padding: 2px;">Better</span>
Re-enter Password	<input type="password" value="••••••••"/>

Password must:  
•Be at least 7 characters long

3. To associate student(s) to YOUR ACCOUNT, enter your Student(s) name under the Student Name Column along with the unique Parent ACCESS ID and Parent ACCESS PASSWORD that you received from your student(s) school (Parent Portal Letter).

4. Press **Enter** when finished.

**See example below:**

**Link Students to Account**

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

	Student Name	Access ID	Access Password	Relationship
1.	<input type="text" value="John Doe"/>	<input type="text" value="jdoe"/>	<input type="password" value="•••••"/>	<input type="text" value="Son"/>
2.	<input type="text" value="Jane Doe"/>	<input type="text" value="janedoe"/>	<input type="password" value="•••••"/>	<input type="text" value="Daughter"/>
3.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
4.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
5.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
6.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
7.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>

**NOTES:** The ACCESS ID and ACCESS PASSWORD should match the values given to you by the school in the Parent Portal letter; they are UNIQUE for each student and they are NOT what your student(s) uses to login to PowerSchool.

After successfully creating your account in for Parent Portal you should get message a congratulations message.