

Setting Up the Parent Portal

1. Log into PowerSchool
2. Click **Special Functions** > click **Assign IDs & Passwords** or from the start page select your students, then select the **ID/Password Assignment** in the function drop up box.
3. On the Assign IDs & Passwords page
 - a. Select either *ALL CURRENTLY ENROLLED STUDENTS, selected students, or an individual student*
 - b. **Don't overwrite any existing IDs or passwords** – I would check this box unless I do want to overwrite existing IDs or Passwords.
 - c. **In case of conflicts append:** *this is the schools option/selection.*
 - d. If you want to create student access account for students to log into the Student Portal check **Assign Student Usernames and passwords** or/and if you want to create access accounts for the Parent Portal check **Assign Access IDs and passwords**.
 - e. **Each Username/Access ID** *(this is the schools option/selection)* **characters long and is** *(this is the schools option/selection)*
 - f. **Each password is** *(this is the schools option/selection)* **characters long and is** *(this is the schools option/selection)*
 - g. To enable the accounts so the student can log into the student portal make sure you check **Enable access accounts for processed students** and/or to enable the account so the parent can access the parent portal check **Enable access accounts for processes parents**
 - h. **Assign Lunch IDs** – you only need to check this if you are using PowerLunch and need to assign lunch IDs.
 - i. **Each Lunch ID is** *(this is the schools option/selection)* **digits long and is** *(this is the schools option/selection)*. - you only need to make a selection if your school is using PowerLunch and need to assign lunch IDs.
4. Click Submit (verify that all of your selection are correct before clicking Submit)

Assign IDs & Passwords

For ALL CURRENTLY ENROLLED STUDENTS (changes all IDs/passwords for all students)

For the selected 0 students only

For only

Don't overwrite any existing IDs or passwords

In case of conflicts append:

Assign Student Usernames and passwords Assign Access IDs and passwords

Each Username/Access ID characters long and is

Each password is characters long and is

Enable access accounts for processed students Enable access accounts for processed parents

Assign Lunch IDs

Each Lunch ID is digits long and is










5. If assign IDs and passwords are successful you will get a message highlighted in green that says “All students have been processed”.
6. Pull up some of the students that you just processed parent IDs and passwords for and click on **Access Accounts** and verify under the *Access Keys* header that:
 - a. **Enable Parent Access** – must be checked
 - b. **Access ID** – should be populated
 - c. **Access Password** – should be populated

Access Accounts

Student Access Account	
Enable Student Access	<input type="checkbox"/>
Student Username	<input type="text"/>
Student Password	<input type="text"/>
Access Keys	
Enable Parent Access	<input checked="" type="checkbox"/>
Access ID	<input type="text" value="Ang"/>
Access Password	<input type="text" value="..."/>
Parent Access Accounts	
Auto-assign IDs and Passwords for this student	
<input type="button" value="Submit"/>	

7. On the start page select the students that you just created access accounts for and under *Group Functions* select **Print Reports**
8. On the *Print Reports* page for the **Which report would you like to print?** select **“Web ID and Password Letter for Parents”**. (*printing this letter is the only way you can see the access account password*)

Print Reports

Option	Value
Which report would you like to print?	Web ID and Password Letter for Parents 
	The selected 50 students
For which students?	<input checked="" type="radio"/> All records in a single batch. <input type="radio"/> Print only the first <input type="text" value="2"/> records. <input type="radio"/> All records in batches of <input type="text" value=""/> records.
In what order?	<input checked="" type="radio"/> Alphabetical <input type="radio"/> By grade, then alphabetical <input type="radio"/> By period <input type="text" value="P1"/> class, as of this date: <input type="text" value="01/18/2013"/>  (MM/DD/YYYY) (takes extra time)
If printing student schedules, use...	<input checked="" type="radio"/> courses enrolled during current term <input type="radio"/> enrollment as of <input type="text" value="01/18/2013"/>  (MM/DD/YYYY)
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	<input type="text" value="Current School Year"/>  (MM/DD/YYYY) to <input type="text" value=""/>  (MM/DD/YYYY)
Watermark Text	<input type="text" value=""/> <input type="text" value=""/>
Watermark Mode	Overlay 
When to print	<input type="text" value="ASAP"/>  <input type="text" value=""/>  (MM/DD/YYYY) / 

9. Click **Submit**.
10. You will give the letters to the student or directly to the parents.

For parents that are using parent portal for the first time, please see document **Parent Portal Single Sign-On**.