

PowerSchool User Guide for Parents

Understanding PowerSchool Parent Portal with Single Sign-On

The Power of the application comes from understanding what it can do and how it can help you participate in your child's education.

Introduction

PowerSchools Parent Portal is a tool integrated into the PowerSchool Student Information System (SIS) specifically developed for parents and students. In previous versions of the application there was a separate login and password for each student requiring a parent to login in multiple times if they had more than one student attending an OPSB District or Charter School. This year we are introducing the new Parent Single Sign-On feature of the application. Parent Single Sign-On offers a number of benefits, including:

- access to multiple students with one login
- a personalized account for each parent and guardian
- the ability for parents/guardians to retrieve their own login information

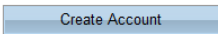
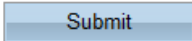
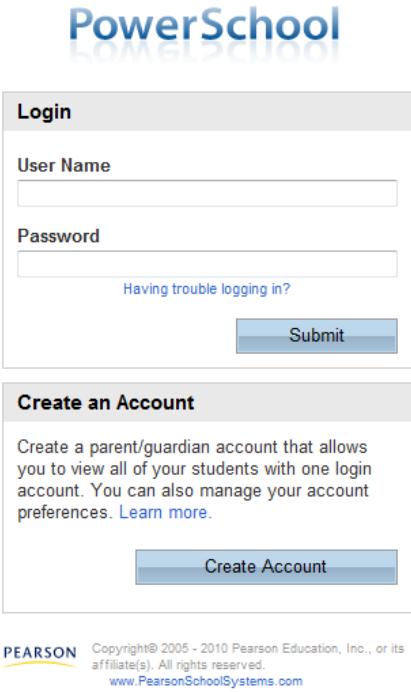
Let's Get Started

To get started, you must create your PowerSchool account and attach students.

Creating Your PowerSchool Parent Portal Account

Before you can log in to PowerSchool Parent Portal, you will need to create your account and associate students to it. You should have received a letter from your school with your students' Access ID and Access Password. These values are needed to attach a student to your account.

NOTE: The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.

PROCESS STEPS	SCREEN SHOTS
<p>Launch a web browser (Internet Explorer, Safari, or FireFox) and go to PowerSchool Parent Portal URL:</p> <ul style="list-style-type: none">• https://ps.powerschoolnops.com/public/ <i>(NO www at the beginning)</i> <p>If this is your first time to this screen you must click</p> <p></p> <p>to setup your account and get started.</p> <p>If you have already created an account enter your user name and password and click</p> <p></p>	 <p>The screenshot shows the PowerSchool Parent Portal interface. At the top is the PowerSchool logo. Below it are two main sections: 'Login' and 'Create an Account'. The 'Login' section has fields for 'User Name' and 'Password', a 'Submit' button, and a link for 'Having trouble logging in?'. The 'Create an Account' section has a 'Create Account' button and a paragraph explaining the account creation process with a 'Learn more' link. At the bottom left is the Pearson logo, and at the bottom right is the copyright information: 'Copyright© 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com'.</p>

Creating an account requires 2 steps: creating the actual account and linking student to the account.

Create Account

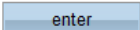
Enter the following:

- First Name
- Last Name
- Unique Email account
- Unique login name
- Password

Link Students

You must know the students access ID and access Password to link them. Enter the following to make the link:

- Students name
- Access ID
- Access Password
- Your relationship

Once all information is entered click on 

When your account is successfully created you will see this page. Use the user name and password you entered in the previous step to login to the parent portal.

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

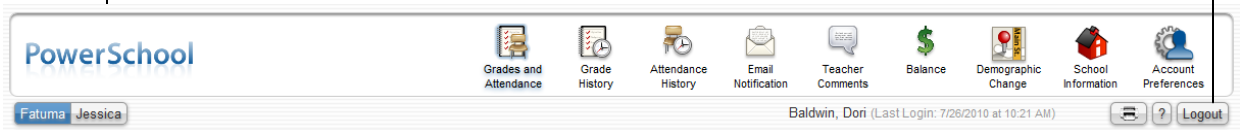
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Navigation Bar

The navigation bar appears at the top of the PowerSchool Parent Portal start page, and is common to every page in the application.

PowerSchool Logo - Click to return to the start

Logout - Click to log out of PowerSchool Parent Portal.











Student - Select between students by clicking on name

Main Menu - Contains links to PowerSchool Parent Portal functions. For more information, see Main Menu below

Main Menu

The main menu consists of several icons within the navigation bar and includes links to the following features:

FIELD	DESCRIPTION
 Grades and Attendance	Click to view student grades and attendance for the current term. For more information, see Grades and Attendance .
 Grades History	Click to view student grades for the previous term. For more information, see Grades History .
 Attendance History	Click to view attendance history for the current term. For more information, see Attendance History .
 Email Notification	Click to set the e-mail notifications you wish to receive on a regular basis. For more information, see Email Notifications .
 Teacher Comments	Click to view any teacher comments. For more information, see Teacher Comments .
 Balance	Some courses require fees, click to view fee transactions. . For more information, see Balance .
 School Information	School Bulletin.
 Account Preferences	Use this feature to update account information and add/delete student associations. For more information, see Account Preferences .

Printer Icon

In the navigation bar, under the main menu is a printer icon.



Click this icon to print the current page for your records.

Work with the Main Menu

Read this section to understand the basics of working with the main menu.

NOTE: You do not need to complete the activities in any particular order, but you should be familiar with all of them.

Grades and Attendance

Use this page to view the grades and attendance for the student in the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

Snap-shot of last 2 weeks attendance

To view information for dropped classes, click [Show dropped classes also](#)

To send an email to the teacher, click the name of the teacher. **To use this function, your web browser must be properly configured.**

Grades and Attendance

Attendance By Class														Course	S1	Absences	Tardies		
Exp	Last Week					This Week													
	M	T	W	H	F	S	S	M	T	W	H	F	S	S					
1(A)		A	A							SR	SR				Criminal Justice Baldwin, D	B+ 89	3	2	
Attendance Totals																		3	2

Current weighted GPA (S1):
[Show dropped classes also](#)

Legend
Attendance Codes: A=Absent | E=Entered | SR=School Related | T=Tardy |
Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

Print Page

To view grade detail, click a grade in the term column. The [Class Score Detail](#) page appears.

Class Score Detail

Course	Teacher	Expression	Final Grade ¹
Criminal Justice	Baldwin, D	1(A)	B+ 89%

Teacher Comments: Meets lab/classroom work experience.

Score Date	Category	Assignment	Score	%	Grid
06/26/2008	WB	WBWK6	100/100	100	A
06/24/2008	WB	WBWK7	80/100	80	B-
06/26/2008	WB	WBWK8	100/100	100	A
06/26/2008	WB	WBWK9	60/100	60	D-
06/27/2008	PKG3	Assign 1	80/100	80	B-
06/27/2008	ATT	ATTWK1	100/100	100	A
06/27/2008	WB	WBWK1	100/100	100	A

¹ - Score is exempt from final grade. ² - Assignment is not included in final grade.
* - This final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher.

Print Page

To view attendance dates click on the Absences or Tardies number.

Dates of Attendance

Dates of all absences for Criminal Justice Exp. 1(A) (3333.1) for Sum 07:

- 1(A) - Wednesday, June 25, 2008 - A
- 1(A) - Tuesday, July 22, 2008 - A
- 1(A) - Wednesday, July 23, 2008 - A

Dates of Attendance

Dates of all tardies for Criminal Justice Exp. 1(A) (3333.1) for Sum 07:

- 1(A) - Monday, July 7, 2008 - T
- 1(A) - Thursday, July 10, 2008 - T

Email Notifications

If you wish to receive information about your student's grades, attendance, and assignment scores, use this page to set up your e-mail preferences. You can specify which information you would like to receive, how often you would like to receive the information, and where to send the e-mail.

Email Notifications : Abdi, Fatuma S

What information would you like to receive?

Summary of current grades and attendance

Detailed reports showing all assignment scores for each class

Detailed report of attendance

Balance Alert (Note: Will only be sent when a student is low on funds.)

How often? Never

Email Address doribaldwin@kentisd.org

Additional Email Addresses
(separate multiple email addresses with commas)

Apply these settings to all your students?

Send now for Fatuma?

Submit


Teacher Comments

Use this page to view any comments that teachers entered regarding items such as the student's achievement or behavior.

Teacher Comments*

Exp.	Course	Teacher	Comment
1(A)	Criminal Justice	Baldwin, D	Meets lab/classroom work experiences. Please note that the Current Grade and Current % are subject to change when assignments are turned in by the end of the Quarter. The final Semester grade is made up of three components: First Quarter grade (45%), Second Quarter grade (45%), and our Final Evaluation (10%).

* Additional teacher comments may be found on the 'Grades and Attendance' and 'Grades History' pages. Find comments there by clicking on the reporting period score for the appropriate class.


Print Page 

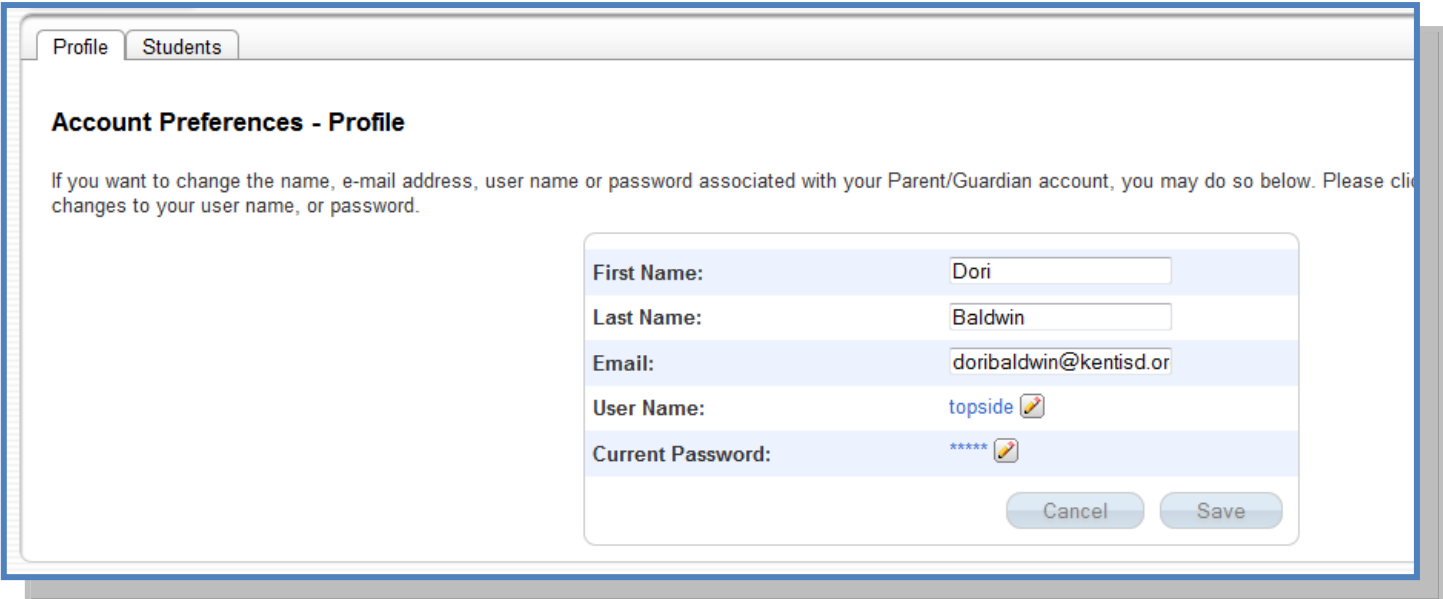
Balances

Use this page to view fee transaction information for the selected student. This page will only have information for students enrolled in a class that requires a fee be paid for class materials. If you are not able to access this page, contact the school for balance information.

Meal Transactions - Current Balance: \$0.00						
Date	Time	Net	Balance	Description		
Fee Transactions - Current Balance:						
Date	Time	Fee Type	Description	Fee	Paid	Balance
07/22/2008	11:11 AM	Lab Equipment	CJ Lab Fees	50.00	0.00	50.00
Totals:				50.00	0.00	50.00

Account Preferences



Use this page to change account login information and add/delete student associations. To add additional students to this account you will need to know the students access ID and access password. Edit user name and password by clicking on the  icon



Profile Students

Account Preferences - Profile

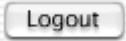
If you want to change the name, e-mail address, user name or password associated with your Parent/Guardian account, you may do so below. Please click on the edit icon next to the field you want to change.

First Name:	Dori
Last Name:	Baldwin
Email:	doribaldwin@kentisd.or
User Name:	topside 
Current Password:	***** 

Cancel Save

Quit PowerSchool Parent Portal

When finished working in PowerSchool Parent Portal, it is important to log out of the application. You can log out of PowerSchool Parent Portal from any page in the application.

To log out, click  in the upper right corner of the screen.

NOTE: If you are not actively working in PowerSchool Parent Portal, your session may timeout. If so, you need to log in again.

How to Recover Your Password

If you have forgotten your PowerSchool Parent Portal password, you will be unable to log into the PowerSchool Parent Portal. Use this procedure to recover your password. Once you provide your user name and email address, the system authenticates your information and sends a security token to your email address. Using the security token, you can then log back into the PowerSchool Parent Portal, where you will then be required to change your password.

Note: The security token is only valid for 30 minutes. If it expires before you can reset your password, perform the How to Recover Your Password again.

1. Open your Web browser to <https://ps.powerschoolnops.com/public/> . The Log In page appears.
2. Click Having trouble logging in? The Recover Account Login Information page appears.
3. Click the “Forgot Password?” tab, if needed.
4. Enter your user name in the first field.
5. Enter your email address in the second field.
6. Click Enter. A confirmation message appears indicating an email has been sent to you with instructions for resetting your password.

How to Recover Your User Name

If you have forgotten your PowerSchool Parent Portal user name, you will be unable to log into the PowerSchool Parent Portal. Use this procedure to recover your current user name. Once you provide your email address, your current user name will be sent to your email.

1. Open your Web browser to <https://ps.powerschoolnops.com/public/>. The Log In page appears.
2. Click Having trouble logging in? The Recover Account Login Information page appears.
3. Click the “Forgot User Name?” tab.
4. Enter your email address in the first field.
5. Click Enter. A confirmation message appears indicating an email has been sent to you with your current user name.