

## PowerSchool Parent Portal Changes

**Please note:** These instructions apply only to parents/guardians. High School and Middle School students will continue to log in with their existing information.

The Shrewsbury Public Schools are enabling a new feature in the PowerSchool Parent Portal that allows each parent/guardian to create their own account that can access information for all of their students. Parents will be able to select their own username and password, and will be able to automatically recover their password if they forget it.

This feature requires that parents complete a **one-time setup process** that will create this new account and associate each of their students' information with this account. After this has been completed, parents will be able to see the same information they were able to see before the change.

1. To begin, go to <https://ps.shrewsbury.k12.ma.us>
2. On this page, under "Create an Account," click "Create Account."
3. On the next page, you will need to enter:
  - a. Your First Name
  - b. Your Last Name
  - c. Your Email address
  - d. The username you would like to use for PowerSchool (e.g., jsmith) **(Please note: Your username cannot be your email address and please only use letters and/or numbers in your username, no spaces or "@")**
  - e. The password you would like to use for PowerSchool (at least 6 characters long).
  - f. Re-enter the same password

**PowerSchool**

**Login**

User Name

Password

[Having trouble logging in?](#)

Submit

**Create an Account**

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)

Create Account

4. Under "Link Students to Account," you will need to enter the information for each student you would like to link to your account, exactly as shown in the cover letter of this packet. You will receive a separate information letter for each student in your family – you can enter the information for all the students on this one screen:

**Create Parent/Guardian Account**

First Name ENTER YOUR FIRST NAME

Last Name ENTER YOUR LAST NAME

Email ENTER YOUR EMAIL ADDRESS

Desired User Name ENTER DESIRED USERNAME (NOT EMAIL ADDR)

Password ENTER DESIRED PASSWORD (AT LEAST 6 CHARS)

Re-enter Password RE-ENTER DESIRED PASSWORD (SAME AS ABOVE)

**Link Students to Account**

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

Student Name	Access ID	Access Password	Relationship
1.			-- Choose
2.			-- Choose
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			-- Choose

**THIS INFORMATION IS IN THE LETTER FOR EACH STUDENT AND MUST BE ENTERED EXACTLY AS SHOWN IN THE LETTER, INCLUDING UPPER/LOWER CASE**

**SELECT YOUR RELATIONSHIP TO THE STUDENT(S)**

enter

- a. Under Student Name, enter the student's first and last name.
  - b. Under Access ID, enter the access ID shown in the letter (all uppercase letters)
  - c. Under Access Password, enter the access password shown in the letter (all numbers).
  - d. To the right of each student's information, under Relationship, select **who you are in relationship to the student**.
5. After you have entered the information, **click Enter**. If all of the information was entered correctly, you will see confirmation that your account was set up.

Once you log in with your new account, you will see tabs on the upper left corner (under the PowerSchool logo) with a selection for each student associated with your account. Click on a student's name to see the information for that student.