

PowerSchool Parent Portal Account Creation

The Montezuma-Cortez School District would like to encourage parents and guardians of students to create PowerSchool Parent Portal accounts. With a PowerSchool Parent Portal account parents and guardians can access information on their student's attendance and grades. In addition, having a Parent Portal account will allow parents of returning students to more easily complete returning student enrollment online. Multiple students can be attached to a single parent account so parents can easily view information on all of their family members enrolled in the Montezuma-Cortez School District.

How do I start?

During the account setup process you will need the Access ID and password for each child that you need to attach to your account.

To obtain the Access ID and password please email powerschool@cortez.k12.co.us and include your full name, each student's full legal name, date of birth, grade level and school name.

Access ID's and passwords will only be released to parents and guardians who are currently listed in PowerSchool, the requested information will be used to ensure that the requests for student information are released to only those with the legal authority to access student information.

If you have an existing Parent Portal account but do not have all of your children attached to the account please email powerschool@cortez.k12.co.us with the same information that is needed for a new account and they can be easily added to your existing account.

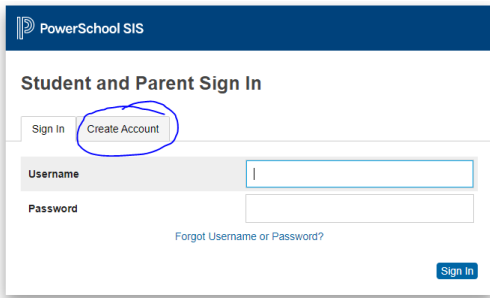
Information needed to setup a Parent Portal account

- A valid email address
- A password of at least 8 characters to secure your account
- Access ID and password for each student to be attached to account

PowerSchool Parent Portal Account Creation

Creating your account

Visit <https://powerschool.cortez.k12.co.us/public> and click on the “Create Account” tab as circled in blue below



PowerSchool SIS

Student and Parent Sign In

Sign In **Create Account**

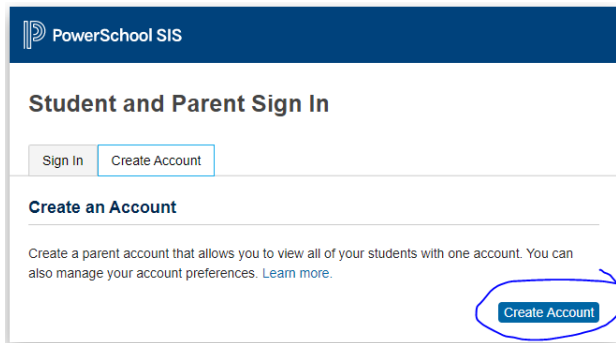
Username

Password

[Forgot Username or Password?](#)

Sign In

Then click on the “Create Account” button in the lower right as shown below



PowerSchool SIS

Student and Parent Sign In

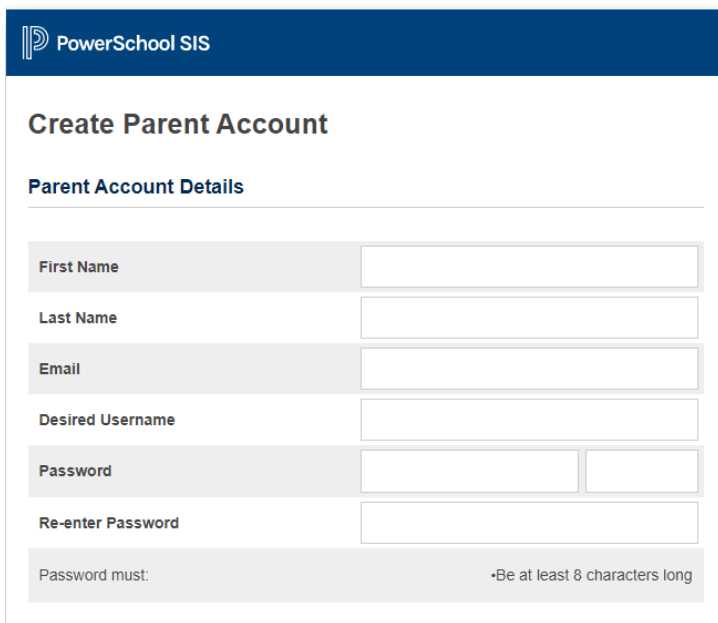
Sign In **Create Account**

Create an Account

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

Create Account

Fill in the Parent Account Details in the top part of the form and then enter the Access ID and password for each student along with your relationship to the student.



PowerSchool SIS

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Desired Username

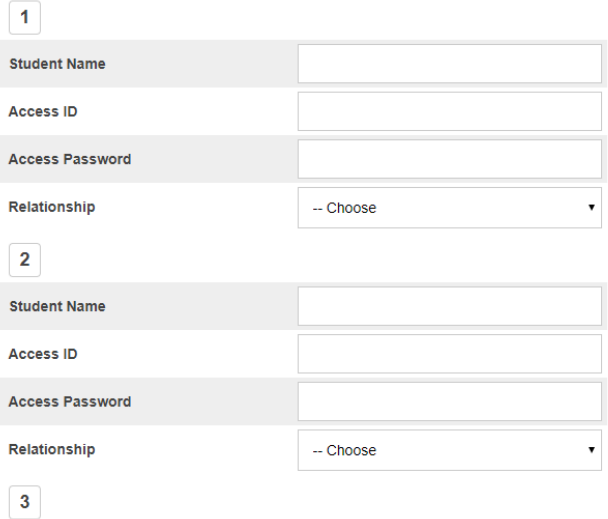
Password

Re-enter Password

Password must: •Be at least 8 characters long

Link Students to Account

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



1

Student Name

Access ID

Access Password

Relationship

2

Student Name

Access ID

Access Password

Relationship

3

And finally click “Enter” in the lower right. Your account is now ready for use. If you have any additional questions about account creation please email them to powerschool@cortez.k12.co.us

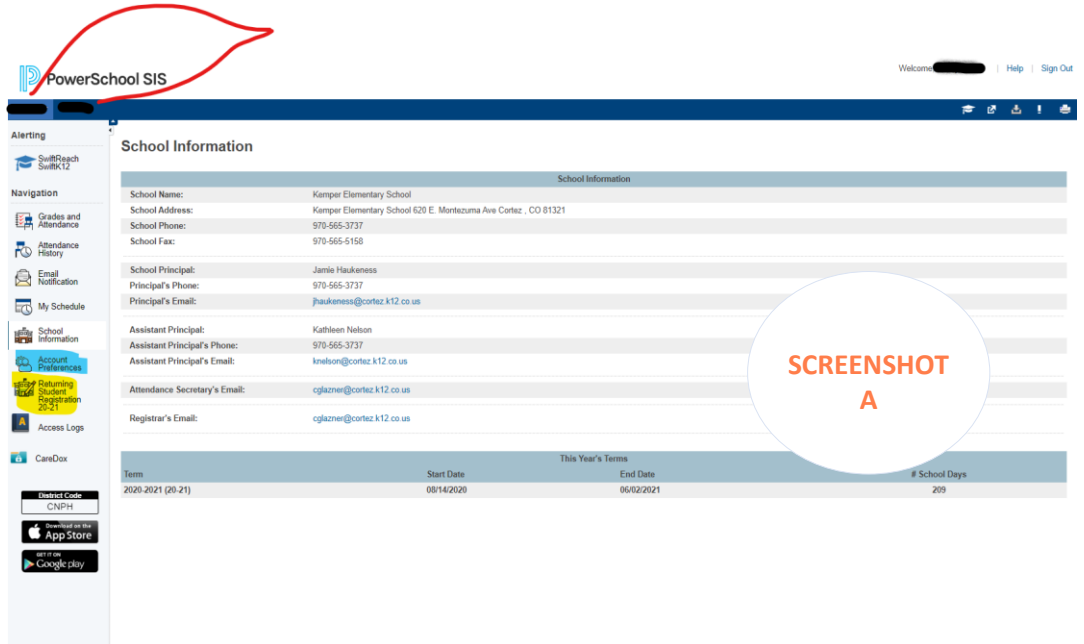
Completing Returning Student Registration forms in the PowerSchool Parent Portal

Below in screenshot A is the general layout of the Parent Portal. This is the dashboard you will see when you successfully create an account. The red lines point to the students attached to the account. The student being viewed is highlighted in a slightly lighter blue than the rest of the header bar.

If a parent/guardian already has a Parent Portal account and needs to add additional children to their account they need to obtain the Access ID and passwords for each student by emailing powerschool@cortez.k12.co.us OR by contacting the school the student is enrolled at. Once the Access ID and password have been obtained parents should log in to their account and click on the link "Account Preferences" as highlighted in blue on the left hand side of the screen. From the Account Preferences page click on the tab for "Students" and click on the "New" button on the far right as shown in screenshot B. Screenshot C shows the dialog box that appears after clicking the "Add" button, parents should enter all of the necessary information and click "OK".

To access the Returning Student Enrollment forms, click on the link "Returning Student Registration 20-21" as highlighted in yellow on screenshot A. This will open the enrollment forms to complete in another tab of their browser.

Forms need to be completed for each student by clicking on each student name in the dark blue bar near the top of the page and returning to the "Returning Student Registration 20-21" link.



PowerSchool SIS

Alerting

Navigation

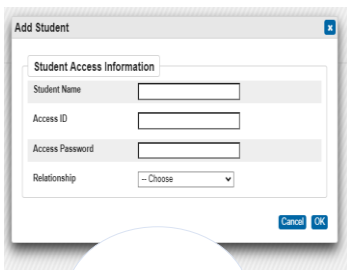
- SwiftReach SwiftK12
- Grades and Attendance
- Attendance History
- Email Notification
- My Schedule
- School Information
- Account Preferences
- Returning Student Registration 20-21**
- Access Logs
- CareDox

School Information

School Name: Kemper Elementary School
 School Address: Kemper Elementary School 820 E. Montezuma Ave Cortez, CO 81321
 School Phone: 970-565-3737
 School Fax: 970-565-5158
 School Principal: Jamie Haukness
 Principal's Phone: 970-565-3737
 Principal's Email: jhaukness@cortez.k12.co.us
 Assistant Principal: Kathleen Nelson
 Assistant Principal's Phone: 970-565-3737
 Assistant Principal's Email: knelson@cortez.k12.co.us
 Attendance Secretary's Email: cglazner@cortez.k12.co.us
 Registrar's Email: cglazner@cortez.k12.co.us

Term	Start Date	End Date	# School Days
2020-2021 (20-21)	08/14/2020	06/02/2021	209

SCREENSHOT A



Add Student

Student Access Information

Student Name:

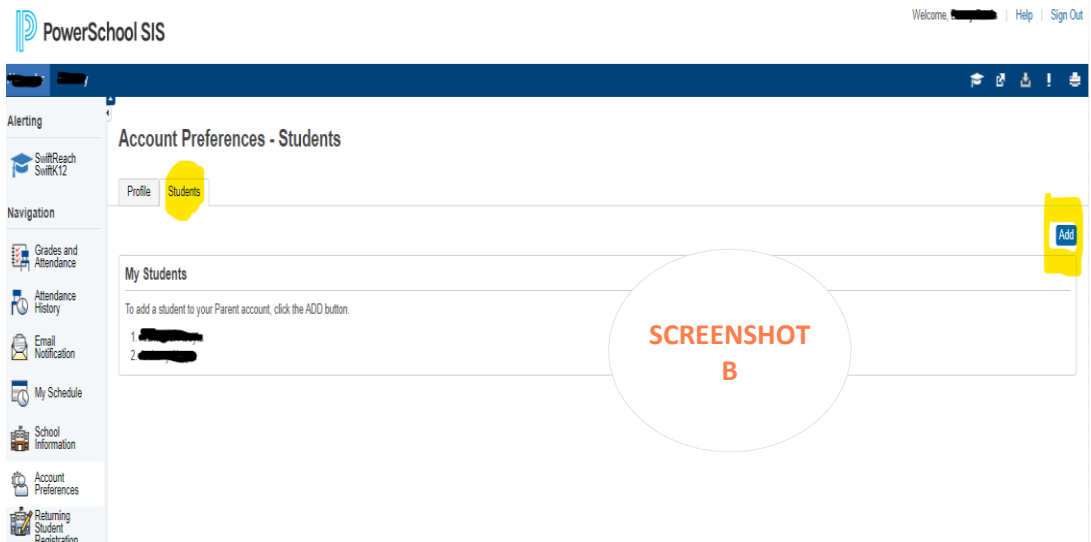
Access ID:

Access Password:

Relationship: -- Choose --

Cancel OK

SCREENSHOT C



PowerSchool SIS

Account Preferences - Students

Profile Students

Navigation

- Grades and Attendance
- Attendance History
- Email Notification
- My Schedule
- School Information
- Account Preferences
- Returning Student Registration**

My Students

To add a student to your Parent account, click the ADD button.

1 [Redacted]

2 [Redacted]

ADD

SCREENSHOT B