

Park Ridge - Niles School District 64 PowerSchool Parent Account Setup & 2019-20 Registration

STEP ONE - PowerSchool Parent Account Setup

Please read the directions below to access your students' PowerSchool information.

Go to the the D64 PowerSchool login page directly: <https://ps.d64.org/public>

Or click the PowerSchool link on your school's website within the Parents tab at the top of the homepage.
Click the Create Account tab and then the Create Account button.

You will see the following screen:

This is where you will setup access to **ALL** your students.

- Enter an e-mail address – Note: The e-mail address **MUST** be unique. If Parents/Guardians share the same e-mail address, you should only set up one parent access account.
- Desired Username (No apostrophes) – This can be any name you want and will remember. It can be your email address.
- Password (No apostrophes and must be at least six characters)
- Enter the name of each student to add to your account. (Given name or nicknames are allowed.)
- Enter the Student Reference ID and Key.
It is case sensitive.
Student Reference ID: **listed in the email**
Student Reference Key: **listed in the email**
- Select the relationship you are to the student. (For example, Mother, Father, Aunt, etc.)
- If you have multiple students attending District 64, you may link them now by entering additional Reference IDs and Keys. Or you may link them at a later time (see below).
- Click Enter when you have completed this link to all of your students.

The screenshot shows the PowerSchool web interface. At the top is the PowerSchool logo. Below it is the 'Create Parent Account' section, which contains several input fields: First Name, Last Name, Email, Desired Username, Password (with a strength indicator), and Re-enter Password. A note below the password fields states 'Password must: •Be at least 6 characters long'. Below this is the 'Link Students to Account' section, which includes a table for adding students. The table has columns for Student Name, Access ID, Access Password, and Relationship. The first row is pre-filled with the number '1' in a small box, and the Relationship dropdown is set to '-- Choose'.

Assuming you are successful, you will receive a message that your account has been created, and you can login using the username and password you just created.

NOTE: The above Student Reference ID and Key may be shared with anyone who would like to create an account for the student listed above.

After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your student family members. Select the appropriate name to change the page to that student's information.



What if you forget your login information?

On the login page click on “Forgot Username or Password?”

If you forgot your Password:

- Fill in your Username
- Fill in your E-Mail Address
- Hit Enter

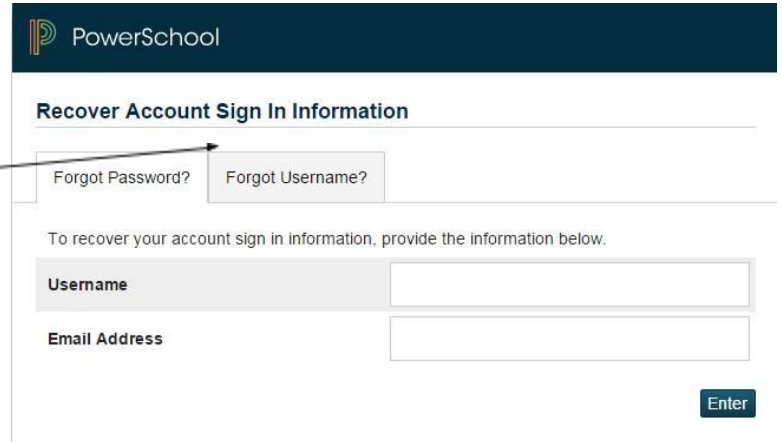
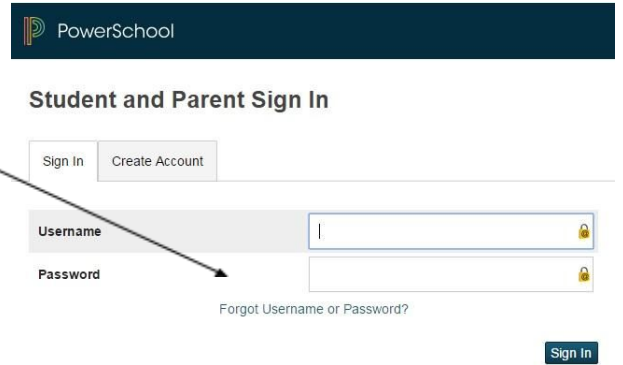
The system will authenticate your information and send you a Security Token with instructions on how to re-set your Password to the e-mail address listed.

It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to re-set the Password in that allotted time, you will need to repeat the process.

If you forgot your Username:

- Click on the Forgot Username tab
- Enter your E-Mail Address
- Hit Enter

The system will authenticate your information and send you an e-mail listing your Username.



How do I add additional students to my account?

Once you have created your account, you may add more students to your account or in the future after students begin in District 64. Log in to your account and click on Account Preferences on the left. Then click on the Students tab, and the “Add +” button. Enter the information requested and click Submit.



If you have questions, please contact your school office.

STEP TWO - Register for 2019-20

Once you have created your PowerSchool account, login. Under the Navigation bar on the left, click on 19-20 Registration and fill in your information, upload documents (if requested), and pay student fees.

