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

<mark>STEP ONE</mark> - PowerSchool Parent Account Setup

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

Go to the login page directly: [PowerSchool Parent Portal](#)
Or click the PowerSchool link on your school's website within the Parents tab at the top of the homepage.
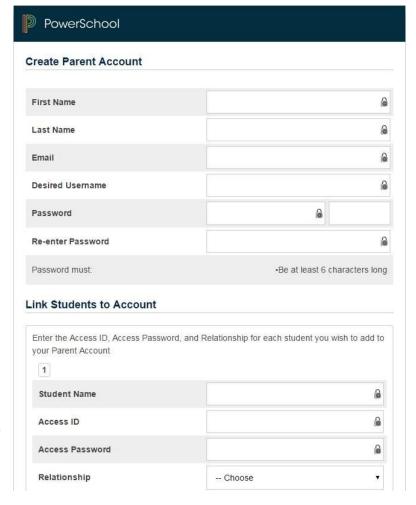Click the Create Account tab and then the Create Account button.

You will see the following screen:
This is where you will setup access to **ALL** your students.

- Enter an email address – Note: The e-mail address MUST be unique. If Parents/Guardians share the same email 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**.
  Access ID: **listed in the email**
  Access Password: **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).

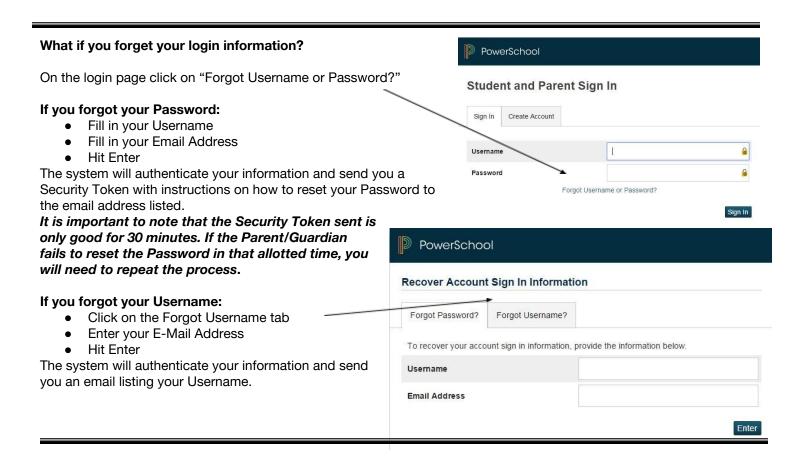- Click Enter when you have completed this link to all of your students.

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 Email Address
- Hit Enter

The system will authenticate your information and send you a Security Token with instructions on how to reset your Password to the email address listed.

It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to reset 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 email 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

Once you have created your PowerSchool account, login to the PowerSchool Parent Portal.
Click on "Forms 20-21 Registration" in the navigation menu on the left.
Click on "Enrollment" tab on the left side of the page.
Fill out the forms under the Enrollment tab and upload any necessary documents when requested.