

## **Directions to Access the Parent PowerSchool Portal with a “Single Sign On”**

**Student:** **Your child's name**

**Teacher:** **Your child's teacher**

**Grade:** **Your child's grade**

**Access ID:** **Get from school office**

**Access Password:** **Get from school office**

We are excited to present information for gaining Web access to your child's grades and attendance data through our student management system called PowerSchool. To gain access, parents/guardians must complete these steps, even if they have only one child enrolled.

1. Begin at “www.d83.org”. Go to the “Parent tab” and find “Parent PowerSchool”. From this Parent PowerSchool login page, click the “Create Account” button. (Note: Each parent/guardian can create their own account as long as they have a child’s Access ID and Access Password.)
2. Enter your first name, last name, and email address. The email address must be unique.
3. Enter a “Parent User Name”. Your choice for user name must be unique and NOT include the @ symbol. Enter a password that has at least 6 characters. Write down this new user name and password that you created, and store them in a secure place. They will be used to log into the Parent PowerSchool Portal in the future.
4. Enter your children’s first and last names along with the Access ID and Access Passwords provided above. Please note that the Access ID and Access Password are CASE -SENSITIVE and must be entered exactly as they appear.
5. Select your relationship to the children.
6. If you prefer, additional students can be added after login access has been completed. You can edit this information under “Account Preferences—Students tab”. Click on the “Add” button (upper, right corner) and repeat steps listed in Step 4. When done, click “Enter”.
7. Once your new parent account has been created, you must log in using your newly created parent user name and password. Your old username and password will no longer work.

If you forget your username or password, click on “Having trouble signing in?”

If you have any questions, please contact your school’s office.