

# Get Started

To get started, you must create a parent account in the PowerSchool Parent Portal.

## Create a Parent Account

Use this procedure to create a new parent account. In order to create an account, you must have the Access ID and Password for at least one student enrolled in school. When creating the account, you will need the Access ID and password for each student you want to associate to your parent account. If you do not have this information or have questions, contact your school.

**\*Note**

**If you receive a message that “an account with that email address already exists?”**

When creating a Parent/Guardian account for the PowerSchool Public Portal, the email address has to be unique. One household cannot use the same email address to create multiple parent/guardian accounts.

### How to Create a Parent Account

1. Open your Web browser to <https://monroetwp.psisjs.com/public/home.html>
2. The Parent Sign In page should appear.
3. Click **Create Account**. The Create Parent Account page appears.
4. Use the following table to enter information in the Create Parent Account section:

Field	Description
First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address. The email address you enter is used to send you select information, as well as account recovery notices and account changes confirmations. For more information, see <i>Email Notifications</i> .
Desired Username	Enter the username you would like to use when signing in to the PowerSchool Parent Portal. The user name must be unique.
Password	Enter the password you would like to use when signing in to the PowerSchool Parent Portal. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements. (*Be at least 6 characters long)
Re-Enter Password	Enter your password again exactly as you entered it in the above field.

5. Use the following table to enter information in Link Students to Account section:

Field	Description
Student Name	Enter the first and last name of the student you want to add to your account. <b>Note:</b> Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.
Access ID	Enter the unique access ID for the student. <b>Note:</b> If you do not have this information, contact your school.
Access Password	Enter the unique access password for the student. <b>Note:</b> If you do not have this information, contact your school.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

6. Click **Enter**. The Parent Sign In page appears.

**Note:** If one of the following messages appears, re-enter your password accordingly:

- Current password is not correct.
- New password must be at least 6 characters long.
- New password must contain at least one uppercase and one lowercase letter.
- New password must contain at least one letter and one number.
- New password must contain at least one special character.
- The verification password you enter must match the new password.
- The password entered was previously used. Please enter a new password.

The next time you sign in to PowerSchool Parent Portal, use your new username and password.

**Students do not need to create an account.**

An individual student account (**Student\_Web\_ID** and **Student\_Web\_Password**) has been created for them. However, it is up to you to disburse the Student Access ID and Student Access Web Password information to your child.