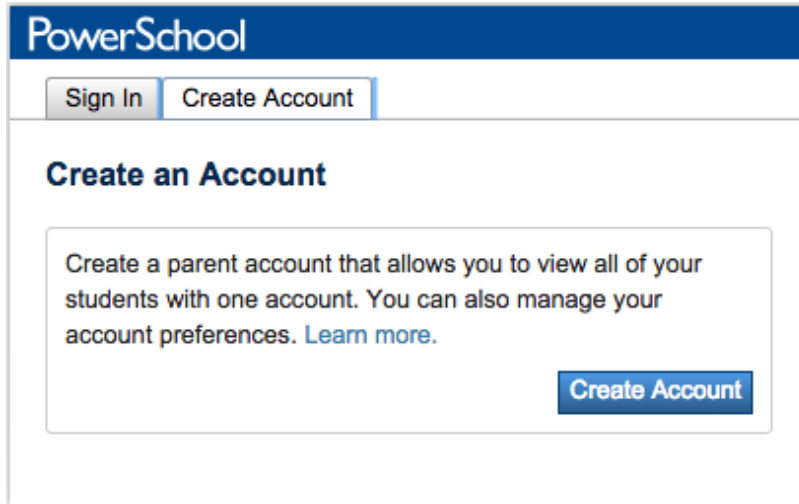


Hudsonville Public Schools - Parent Users Guide

1) Access our districts website at hudsonvillepublicschools.org

- Click on the Parents/Students button then select PowerSchool

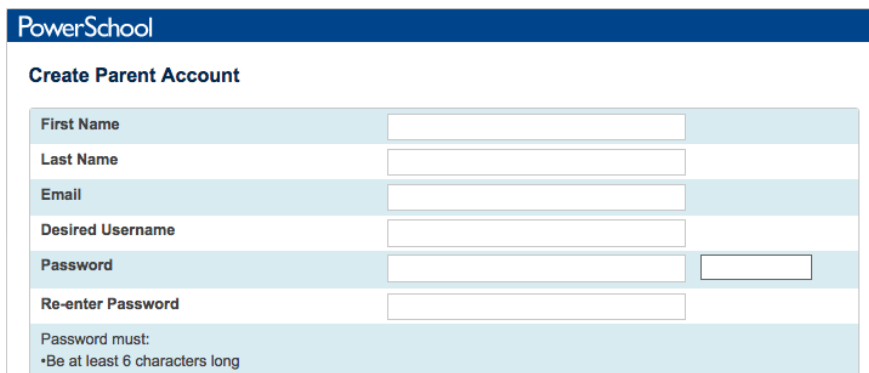
2) Click on Create account.



The screenshot shows the PowerSchool website's 'Create an Account' page. At the top, there is a blue header with the 'PowerSchool' logo. Below the header, there are two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is highlighted. The main content area is titled 'Create an Account' and contains a text box with the following text: '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.](#)' Below this text is a blue 'Create Account' button.

3) Enter the first and last name for the account.

- The email address MUST be a valid account. If Parent/Guardians share the same e-mail address, you should only set up one parent access account.
- User Name (no apostrophes).
- Password (no apostrophes and it must be at least six characters).



The screenshot shows the PowerSchool website's 'Create Parent Account' form. The form is titled 'Create Parent Account' and has a blue header with the 'PowerSchool' logo. The form fields are as follows:

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Below the form fields, there is a section titled 'Password must:' with a bullet point: '• Be at least 6 characters long'.

4) Scroll down the page and populate the "Link to Students Accounts" portion.

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	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose ▾

2

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose ▾

- Enter the Name of each Student you wish to associate with the account.
- Enter the Access ID and Access Password for each student.
- Select the relationship you are to the student.

The parents are able to have multiple students associated to their one account.

6) Once all Access IDs and Passwords have been entered, click on enter at the bottom of the page.

7

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose ▾

Enter