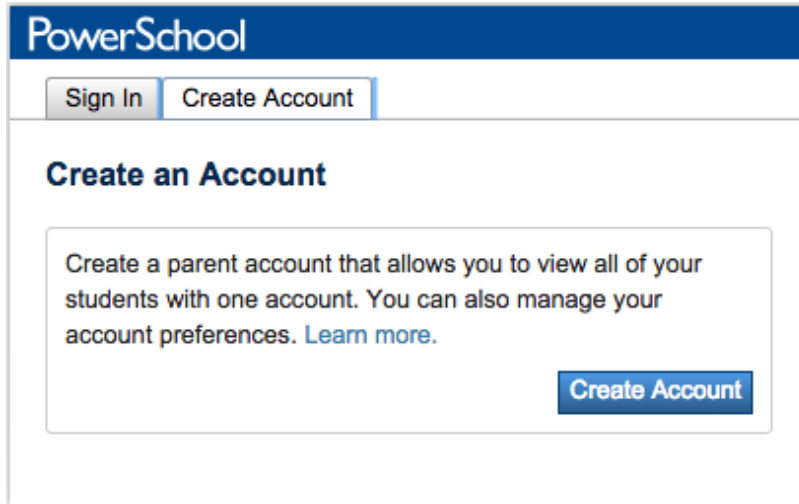# *Hudsonville Public Schools -* Parent Users Guide

1) Access our districts website at hudsonvillepublicschools.org

- Click on the Parents/Students button then select PowerSchool
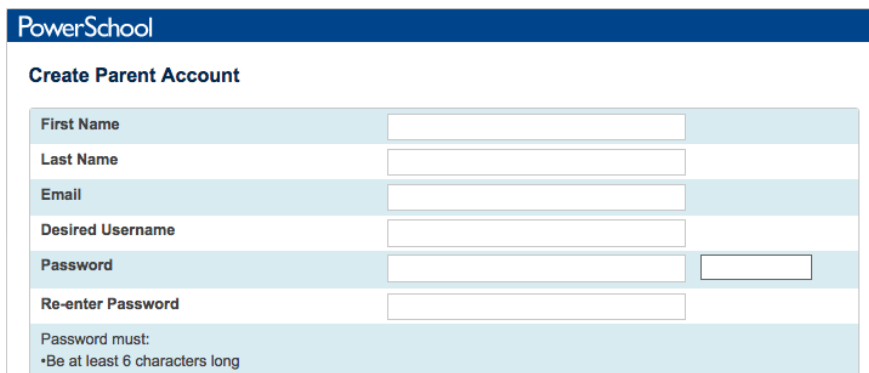
2) Click on Create account.

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

- Th email address MUST b 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).

4) Scroll down the page and populate th " 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	
Access ID	
Access Password	
Relationship	-- Choose

2

Student Name	
Access ID	
Access Password	
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	
Access ID	
Access Password	
Relationship	-- Choose

Enter

ADA