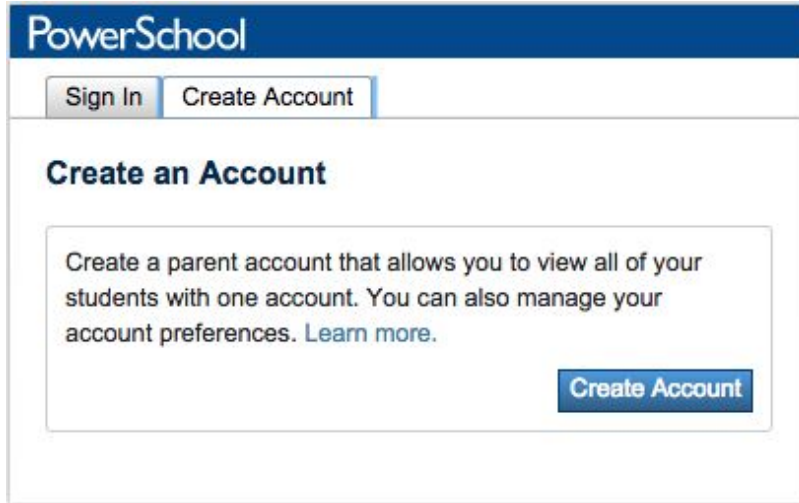


HPS PowerSchool Parent Account Setup Guide

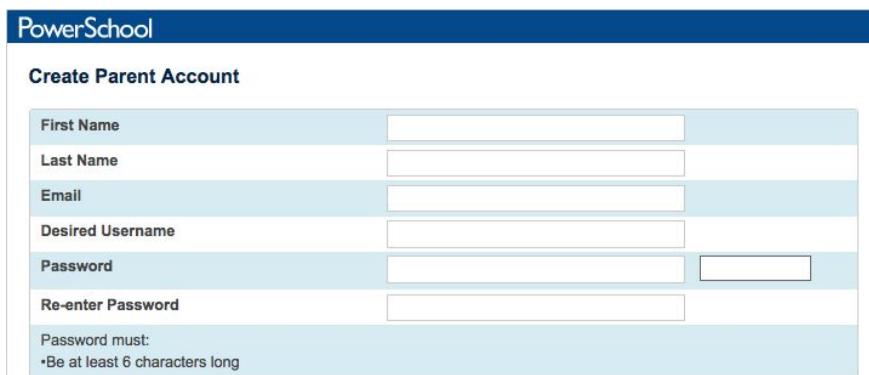
- 1) Access our district's website at hpseagles.net
 - Click on the PowerSchool button at the top

2) Click on Create account.



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

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

A screenshot of the PowerSchool 'Create Parent Account' form. The form has a blue header with the 'PowerSchool' logo and the title 'Create Parent Account'. Below the header, there are several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. The 'Password' field has a small icon to its right. At the bottom of the form, 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.
- Parents are able to have multiple students associated with 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