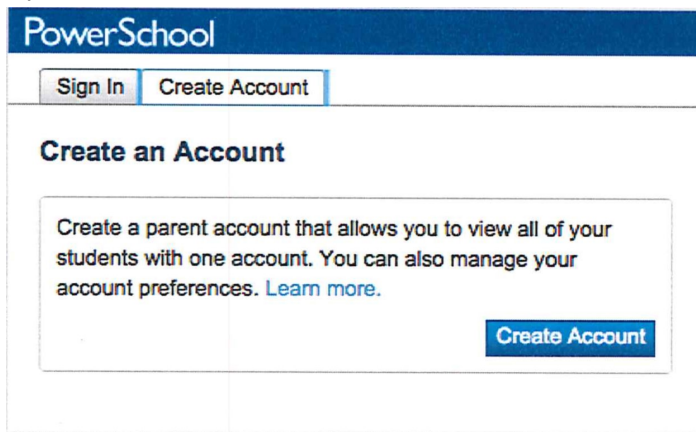


# Hudsonville Public Schools - Parent Account Creation Guide

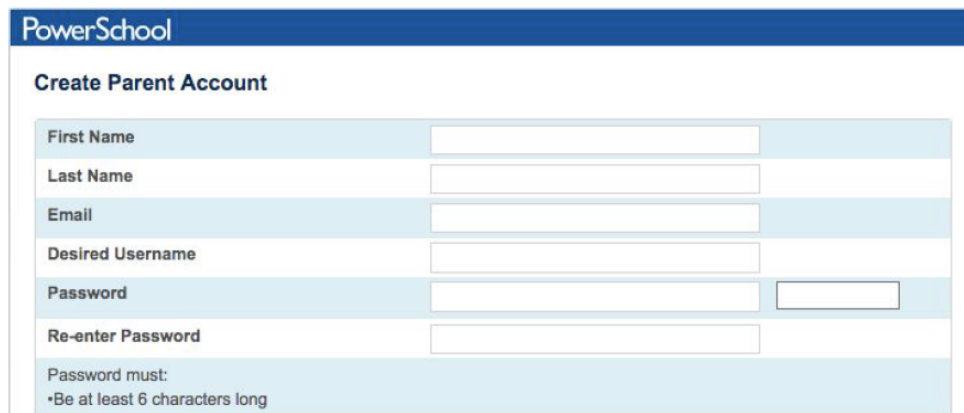
- 1) Access our districts website at [hudsonvillepublicschools.org](http://hudsonvillepublicschools.org)
- 2) Click on the Quick Link labeled “PowerSchool”.
- 3) Click on “Parent” from the listed options.
- 4) Click on “Create Account”.



The screenshot shows the PowerSchool website interface. 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. Below the buttons, the heading 'Create an Account' is displayed. A text box contains the following information: '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.](#)' At the bottom right of this text box, there is a blue button labeled 'Create Account'.

- 5) Enter the following information

- First and last name for the account (not the student’s name).
- Preferred email address. This MUST be a valid email account. If Parent/Guardians share the same e-mail address, only one PowerSchool parent account should be set up.
- Username (no apostrophes).
- Password (at least six characters with no apostrophes).



The screenshot shows the 'Create Parent Account' form on the PowerSchool website. The form is titled 'Create Parent Account' and contains 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, likely for password strength or visibility. Below the input fields, there is a section titled 'Password must:' with a bullet point indicating '•Be at least 6 characters long'.

6) Scroll down the page and populate the "Link to Students Accounts" section.

**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 ▾

Parents are able to have multiple students associated to their one account. For all students needing to be associated with this account:

- Enter the Name of each student.
- Enter the Access ID and Access Password for each student.
- Select the relationship you are to each student.

7) Once all Access IDs and Passwords have been entered, click "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

The account should now be active and able to view information for all students associated with the account.