



Torrance Unified School District PowerSchool Parent Account Creation Guide



Get Started

PowerSchool is the District's web-based tool providing real-time insights on student grades, schedules, performance, and attendance.

Before you can access your student information, you must create a new parent account (*existing ParentConnect accounts will not work in PowerSchool*). You need to have at least one student Access ID and Password to create an account. You will receive this information in your email. If you do not have this information, contact your school.

Sample letter you should receive indicating student Access ID and Access Password

Apple Grove High School
4750 Richmond Cir.
Jackson, MS 39209
Phone: (601) 555-1200

May 4, 2017

To the parents of Barry Anderson:

You may access Barry's current grades and attendance through the internet. You will need the following information to link your child to your PowerSchool Parent Account. You will need to create an account if you do not already have one.

The website address is <https://torrance.powerschool.com>

Barry's Access ID is **ag1parent12**
The Access Password is **parent**

If you have internet access, you can view the information on your student at any time. Please keep your passwords confidential so that only you can access the information.

Sincerely,

Torrance Unified School District

Set-up your account (Each parent/guardian may create their own account)

Step 1: Open your Web browser to <https://ps.tusd.org>

Step 2: On the Sign In screen, choose the "Create Account" tab and click on "Create Account" at the bottom of the Create an Account window.

Click "Create Account"

Verify by clicking on "Create Account"

Step 3: Complete information requested.

Parent Account Details

Enter YOUR Last Name, YOUR First Name, YOUR e-mail address, your preferred username and password.

Your new password should contain:

- At least 8 characters
- At least 1 uppercase and 1 lowercase letter
- At least 1 letter and 1 number
- At least one special character e.g. ' ~ ! @ # \$ % ^ & * () _ + -

E-mail address must be unique. Multiple parents cannot share the same e-mail address

Username must be unique

Verification password must match the new password above

Step 3: Complete information requested (Continued)

Link Students to Account

Student Name - Enter the first and last name of the student you want to add to your account.

Access ID and Password - Enter the unique Access ID and Password that you receive in the mail. **Contact your school if you do not have this information.**

Relationship – Choose how you are related to the student.

Access ID and Access Password are case-sensitive

Click on the Relationship drop-down arrow to choose your relationship to the student

Step 4: After completing all information, click “Enter” at the bottom of the page.

Upon completion of information requested, click “Enter” to submit.

Note: If you get an error message, please verify information entered and re-submit.

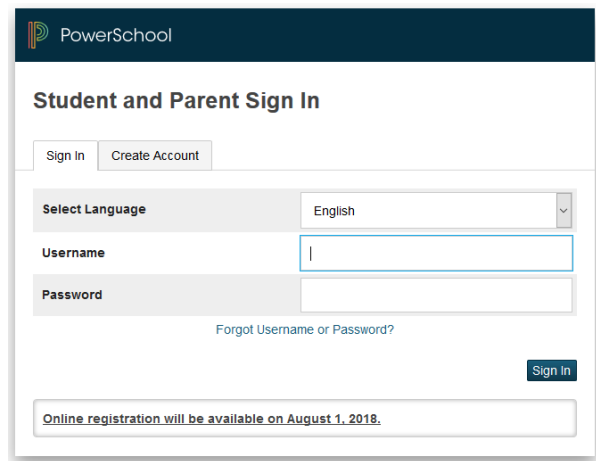
Step 5: Sign-in to test your new account at <https://ps.tusd.org>. Your screen should look similar to the image below:

Account Preferences allows you to change your e-mail address, username or password. You may also add **additional students** to your account.

PowerSchool Mobile App is available for iOS and Android devices. Use District code listed on this screen.

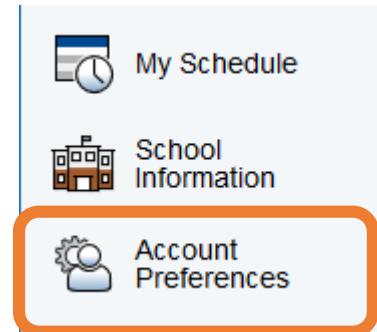
Linking Additional Students

- Login to the parent portal at <https://ps.tusd.org>:



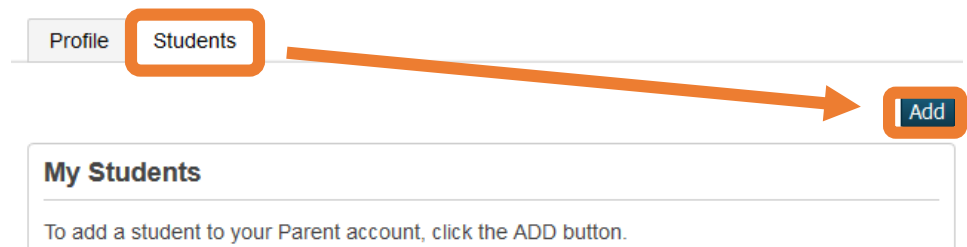
The image shows the PowerSchool login page. At the top, it says "PowerSchool". Below that is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". A "Select Language" dropdown menu is set to "English". There are input fields for "Username" and "Password". A link "Forgot Username or Password?" is below the password field. A "Sign In" button is at the bottom right. At the bottom, a message states "Online registration will be available on August 1, 2018."

- From the left-side menu, select **Account Preferences**:



- Select the **Students** Tab, then click **Add**:

Account Preferences - Students



- Enter in the information below as provided in the parent account letter from the school/District. **Click OK when done.**

Add Student

Student Access Information

Student Name

Access ID

Access Password

Relationship

Cancel OK

- **NOTE:** The *Access ID* and *Access Password* are different than what you use to login to your parent portal account. This Access ID and password may have been emailed to you or provided from your student's school.