



Torrance Unified School District PowerSchool Parent Account Creation Guide

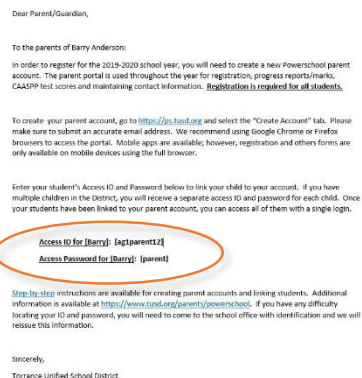


Get Started

PowerSchool is the District's web-based tool providing real-time insights on student progress reports/marks, schedules, standardized test scores, and attendance.

Before you can access your student information, you must create a new parent account. 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 email you should receive indicating student Access ID and Access Password

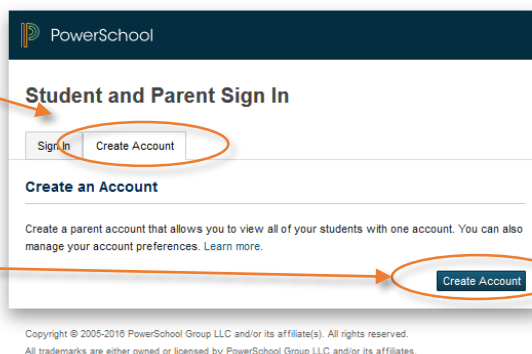


Set-up your account (Each parent/guardian may create their own account)

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.

The screenshot shows a form titled "Link Students to Account" with the instruction: "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". There are three numbered sections (1, 2, 3) for adding students. Each section contains a "Student Name" text box, an "Access ID" text box, an "Access Password" text box, and a "Relationship" dropdown menu with "-- Choose" selected. An orange bracket on the left groups the first two sections.

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.

This screenshot shows the bottom of the form for one student entry. The "Relationship" dropdown is visible. At the bottom right, there is a small black button with the word "Enter" in white, which is circled in orange. Below the form, there is a copyright notice: "Copyright © 2005-2018 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates. PowerSchool.com"

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 1) your username, 2) your password or 3) the e-mail address associated with your PowerSchool account. **NOTE: the email present here is only used for PowerSchool alerts & notifications.**

You may also **add additional students** to your account from here.

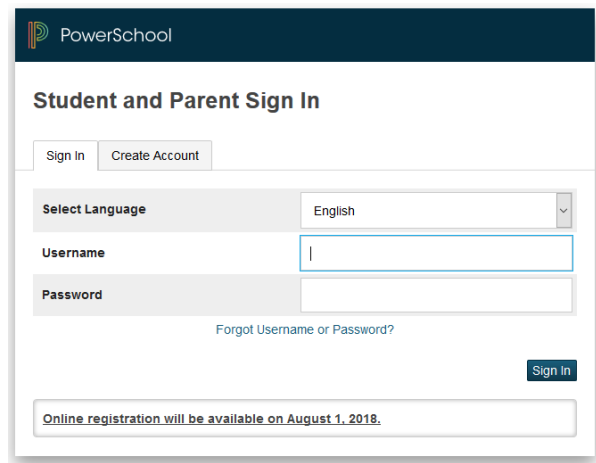


PowerSchool Mobile App is available for iOS and Android devices. Use District code: **TCXN**

The screenshot shows the PowerSchool parent portal. At the top, it says "PowerSchool" and "Welcome, Test First Test Last | Help | Sign Out". On the left is a "Navigation" sidebar with icons for: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, My Schedule, School Information, and Account Preferences. The main content area is titled "Grades and Attendance:" and has two tabs: "Grades and Attendance" (selected) and "Standards Grades". Under "Grades and Attendance", there is a table for "Attendance By Class" with columns for "Exp", "Last Week", "This Week", "Course", "T1", "T2", "T3", "Absences", and "Tardies". Below that is a section for "Show dropped classes also" with a table for "Attendance By Day" with columns for "Last Week", "This Week", "Absences", and "Tardies". At the bottom, there is a "Legend" section with a key for attendance codes: Blank=Present | A=Absent | B=School Business | C=Inp Study Incomplete | E=Excused | S=Suspended | M=Tardy > 30 min | L=Tardy | J=Inp Study Completed | T=Truant | F=In School Suspen | V=Studio Attendance | Y=Excused Tardy.

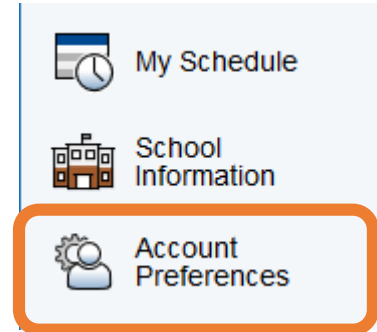
Linking Additional Students

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



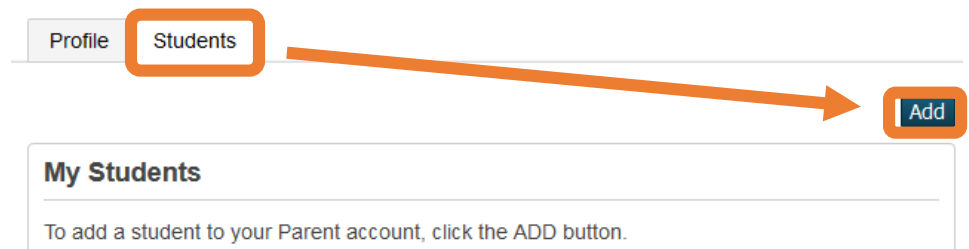
The screenshot shows the PowerSchool login page. At the top left is the PowerSchool logo. The main heading is "Student and Parent Sign In". Below this are two buttons: "Sign In" and "Create Account". There is a "Select Language" dropdown menu set to "English". Below that are input fields for "Username" and "Password". A link for "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right. At the bottom of the page, 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



- *Continued on the next page...*

- 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.
- *Continued on the next page...*

ECOLLECT FORMS

- From the left-side main menu, select **Ecollect Forms** to update your student's contact information as appropriate. Registration and other forms may appear here for your use throughout the year.

The screenshot shows the PowerSchool interface. On the left, the 'Sample Student' dropdown menu is open, showing various options. The 'Ecollect Forms' option is highlighted with an orange box. An orange arrow points from this option to the 'Student Contacts' table on the right.

Status	Form Name	Form Description
Submitted	Contact 1	Review Primary Guardians, Release Contacts and Emergency Contacts
Submitted	Contact 2	Review Primary Guardians, Release Contacts and Emergency Contacts
Submitted	Contact 3	Review Primary Guardians, Release Contacts and Emergency Contacts
Empty	Contact 4	Review Primary Guardians, Release Contacts and Emergency Contacts
Empty	Contact 5	Review Primary Guardians, Release Contacts and Emergency Contacts
Empty	Contact 6	Review Primary Guardians, Release Contacts and Emergency Contacts
Empty	Contact 7	Review Primary Guardians, Release Contacts and Emergency Contacts
Empty	Contact 8	Review Primary Guardians, Release Contacts and Emergency Contacts

Once you've selected a Contact above and have entered the required information, be sure to click the blue **Submit** button at the bottom-right of the page:

Note: We strongly suggest you provide at least one out of state contact. In the event of an emergency, we'll contact your parent/guardian contacts first. If we cannot reach the parent/guardian contacts, the Emergency Contacts will be contacted based on the priority selected.

Click **Submit** below to send changes/updates to your school.

The 'Submit' button is located at the bottom right of the page and is highlighted with an orange box. A large orange arrow points to it from the right side of the page.