



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

Dear Parent/Guardian,

To the parents of Barry Anderson:

In order to register for the 2019-2020 school year, you will need to create a new Powerschool parent account. The parent portal is used throughout the year for registration, progress reports/marks, CASAP test scores and maintaining contact information. **Registration is required for all students.**

To create your parent account, go to <https://ps.tusd.org> and select the "Create Account" tab. Please make sure to submit an accurate email address. We recommend using Google Chrome or Firefox browsers to access the portal. Mobile apps are available; however, registration and others forms are only available on mobile devices using the full browser.

Enter your student's Access ID and Password below to link your child to your account. If you have multiple children in the district, you will receive a separate access ID and password for each child. Once your students have been linked to your parent account, you can access all of them with a single login.

Access ID for {Barry}: {actparent12}
Access Password for {Barry}: {parent}

Step-by-step instructions are available for creating parent accounts and linking students. Additional information is available at <https://www.tusd.org/parents/powerschool>. If you have any difficulty locating your ID and password, you will need to come to the school office with identification and we will reissue this information.

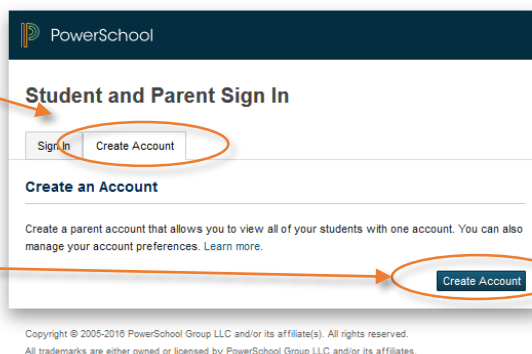
Sincerely,
Torrance Unified School District

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 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.**

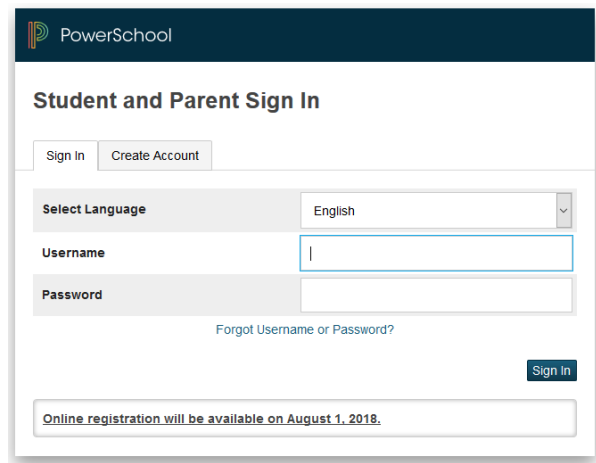
You may also **add additional students** to your account from here.



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

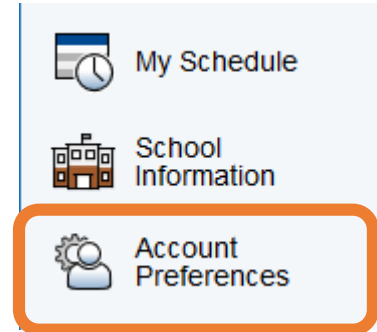
Linking Additional Students

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



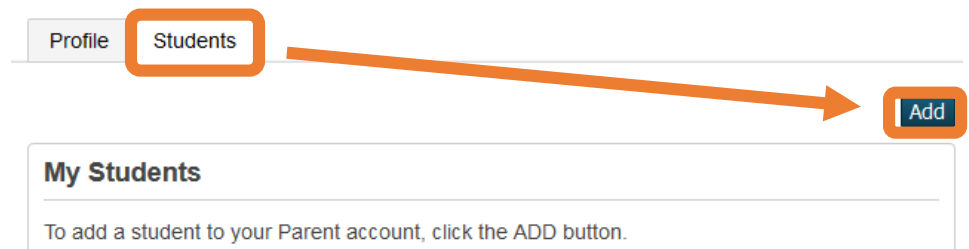
The screenshot shows the PowerSchool login page. At the top, there is a dark blue header with the PowerSchool logo. Below the header, the page title is "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". A "Select Language" dropdown menu is set to "English". Below that 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, there is a message: "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 is a navigation menu with the following items: Alerting, SwiftReach SwiftK12, Navigation, Grades and Attendance, Missing Assignments, Grade History, Attendance History, Email Notification, Teacher Comments, and **Ecollect Forms** (highlighted with an orange box). An orange arrow points from the 'Ecollect Forms' menu item 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 screenshot shows a yellow highlight bar under the instruction text. At the bottom right, there is a blue 'Submit' button with a small upward arrow, which is highlighted with an orange box and an orange arrow pointing to it.