



PowerSchool Parent/Guardian 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/guardian 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.

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, CAASPP 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]: [sgtparents2]

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/parent/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 resolve 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"

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Step 3: Complete information requested.

Parent/Guardian 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. ' ~ ! @ # \$ % ^ & * () _ + -

PowerSchool

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must: *Be at least 8 characters long

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
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E-mail address must be unique. Multiple parent/guardians 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.

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	Access ID	Access Password	Relationship
2	Student Name	Access ID	Access Password	Relationship
3	Student Name	Access ID	Access Password	Relationship

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.

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Student Name

Access ID

Access Password

Relationship

Enter

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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**

Grades and Attendance:

Grades and Attendance Standards Grades

Attendance By Class

Exp	Last Week					This Week					Course	T1	T2	T3	Absences	Tardies	
	M	T	W	H	F	M	T	W	H	F							
Attendance Totals																0	0

Show dropped classes also

Attendance By Day

Last Week					This Week					Absences		Tardies		
M	T	W	H	F	M	T	W	H	F	T3	YTD	T3	YTD	
										0	0	0	0	
Attendance Totals											0	0	0	0

Legend

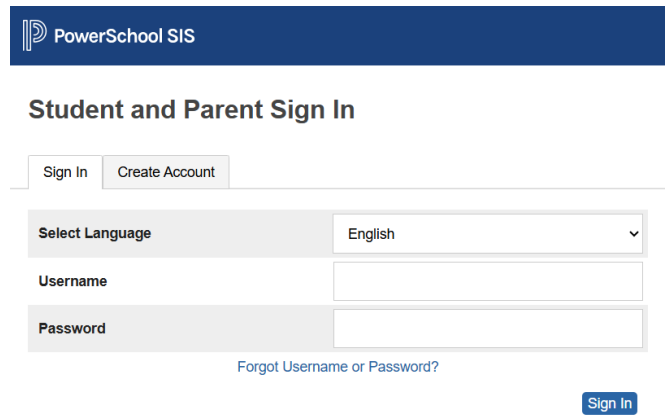
Attendance Codes: Blank=Present | A=Absent | B=School Business | C=Indp Study Incomplete | E=Excused | S=Suspended | M=Tardy > 30 min | L=Tardy | J=Indp Study Completed | T=Truant | F=In School Suspen | V=Studio Attendance | Y=Excused Tardy

Download on the App Store
GET IT ON Google play

Continued on the next page...

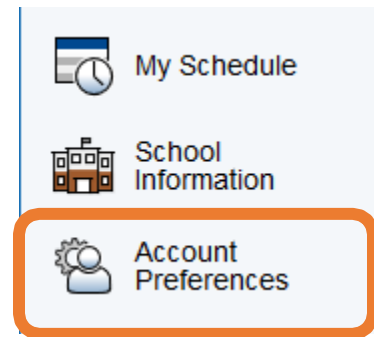
LINKING ADDITIONAL STUDENTS

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

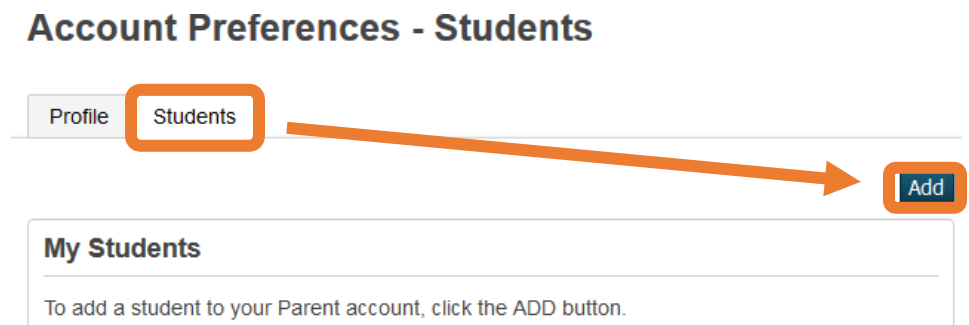


The image shows the 'Student and Parent Sign In' page of the PowerSchool SIS portal. At the top, there is a blue header with the 'PowerSchool SIS' logo. Below the header, there are two tabs: 'Sign In' (selected) and 'Create Account'. The main form area contains a 'Select Language' dropdown menu set to 'English', a 'Username' text input field, and a 'Password' text input field. Below the password field is a link that says 'Forgot Username or Password?'. At the bottom right of the form is a blue 'Sign In' button.

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



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

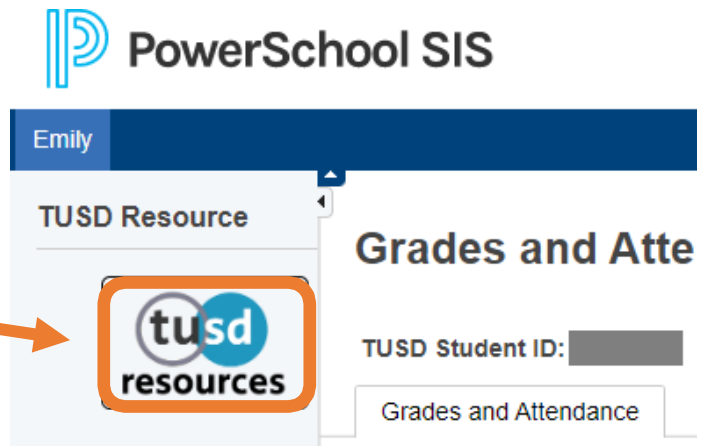


The image shows the 'Account Preferences - Students' page. At the top, there are two tabs: 'Profile' and 'Students'. The 'Students' tab is highlighted with an orange rounded rectangle. An orange arrow points from the 'Students' tab to an 'Add' button located on the right side of the page. Below the tabs, there is a section titled 'My Students' with a message: 'To add a student to your Parent account, click the ADD button.'

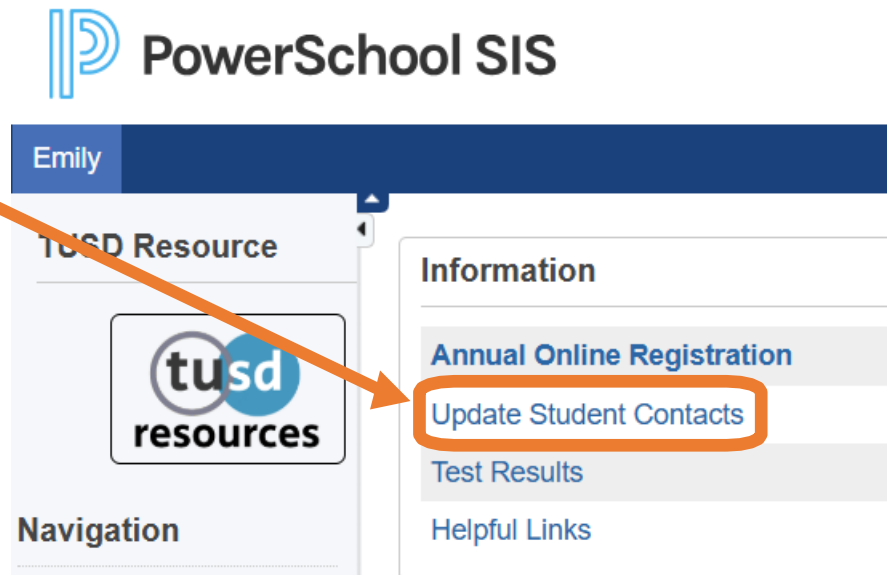
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UPDATE STUDENT CONTACTS

- From the upper left-side menu, click on the **TUSD Resources** icon.



- Click on **Update Student Contacts**



Continued on the next page...

- Fill out all the required fields/dropdown selections, which are also indicated by *.

Instructions
Student
Student Contacts
Parent Ed Level
Health Conditions
Doctors & Medications
Agreements & Signature
School Links

Student Contacts

You may add up to **8 contact persons**. Please always use Contact 1 as the primary guardian. 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. **If you need to update student address, please visit the [Family Welcome and Enrollment Center](#) office.**

Hover over dotted underlined text to see choices/options explanation.

Primary Guardian / Contact 1

Lives with student (copy address)

Contact Priority* Note: Priority number should be unique from other contacts.

Last Name* First Name* Relationship* Contact Type*

Street City State Zip

Email Employer Occupation

Contact 1 Phones

	Phone Number	Extension Number	Phone Type
Phone 1 *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone 4	<input type="text"/>	<input type="text"/>	<input type="text"/>

Primary Guardian / Contact 2

- When you have finished entering the family contact information for your child, scroll to the bottom of the page.
- Click the **Save & Continue** button to send the changes/updates to the school.

Family, Release or Emergency Contact 8

Delete/Clear All Contact 8 Information

Contact Priority Note: Priority number should be unique from other contacts.

Last Name First Name Relationship Contact Type

Street City State Zip

Email Employer Occupation

Contact 8 Phones

	Phone Number	Extension Number	Phone Type
Phone 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone 4	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click "Update Student Data" below to save your changes and continue.

/ To limit the characters in the text area(for Calpads limitations)

Save & Continue