

Create Parent/Guardian Account

A new page named "Create Parent/Guardian Account" is available in the PowerSchool Parent Portal and is accessible via **Login page > Create Account**. This link is visible only if Parent Single Sign-On is enabled.

This page allows parents/guardians to establish their own parent/guardian account. The first section on the page, "Create Parent/Guardian Account," is the information necessary to establish the parent/guardian's account. All fields in this section are required, and include the following:

First Name

Last Name

Email (must be unique)

Desired User Name (must be unique)

Password

Re-enter Password

The second section on the page, "Link Students to Account," requires that the information for at least one student be provided, and includes the following:

Student Name

Access ID (previously labeled Guardian Web ID)

Access Password (previously labeled Guardian Web Password)

Relationship

Parents/guardians may enter the information for up to seven students when initially establishing their account. If they need to add additional students they can do so after establishing the account by logging in and navigating to **Account Management > Students**.

Common data entry errors include not completing all fields, entering an email address or user name that is already associated to another account, or entering incorrect access IDs or passwords. When this occurs, parents/guardians will need to re-enter any information that was not entered correctly, and also re-enter any passwords for security reasons.

Account Preferences

A new page named "Account Preferences" is available in the PowerSchool Parent Portal and is accessible once the parent/guardian has logged in by clicking the **Account Preferences** icon in the top navigation menu. This page allows parents/guardians to manage their

account information, including their name, user name, account password, and email address. Parents/guardians can also add additional students to their account, provided they have the access ID and access password for any student they wish to add.

Email Preferences in the PowerSchool Parent Portal

The “Email Notifications” page available in the PowerSchool Parent Portal has been updated and is accessible once the parent/guardian has logged in by clicking the **Email Preferences** icon in the top navigation menu. This page allows parents/guardians to customize their email preferences for each student associated to their account.