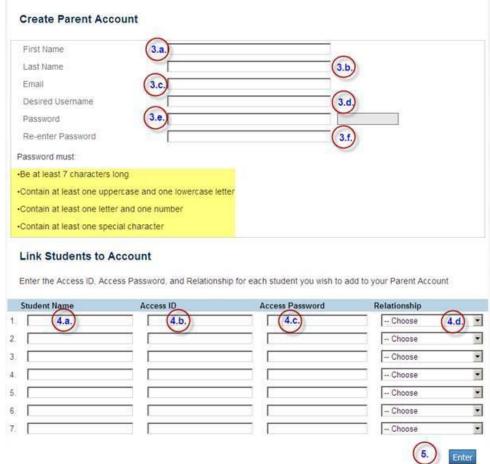
Creating a Single SignOn Account in PowerSchool

- 1) Click on the link to the PowerSchool Parent Portal for your district.
- 2) Click on the "Create Account" blue button at the bottom of the page.
- 3) Following the screenshot image below, fill in the information to "Create Parent Account"
 - a. Type in your first name
 - b. Type in your last name
 - c. Type in the email that you wish to use
 - d. Choose a username that you wish to use to login
 - e. Type in a password that you wish to use however, it must:
 - i. be at least 7 characters long, AND
 - ii. have at least 1 uppercase and 1 lowercase letter, AND
 - iii. have at least 1 letter and 1 number, AND
 - iv. have at least 1 special character (~!@#\$%^&*)
- 4) On the bottom half of the page, fill in the fields with the following information:
 - a. Student Name as listed on letter sent home
 - b. Access ID as listed on letter sent home
 - c. Access Password as listed on letter sent home
 - d. Relationship: Choose from the dropdown box.
- 5) At the very bottom of the page, click the blue "Enter" button.



6) It will take you to the login screen where you will put in the username and password that you picked in Step 3.d and 3.e.