

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.

Create Parent Account

First Name 3.a.

Last Name 3.b.

Email 3.c.

Desired Username 3.d.

Password 3.e.

Re-enter Password 3.f.

Password must:

- Be at least 7 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

	Student Name	Access ID	Access Password	Relationship
1.	4.a.	4.b.	4.c.	-- Choose 4.d.
2.				-- Choose
3.				-- Choose
4.				-- Choose
5.				-- Choose
6.				-- Choose
7.				-- Choose

5. Enter

- 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.

Connect

www.ohconnect.org