PowerSchool User Guide for Parents
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Last Updated: December 2014
Understanding PowerSchool Parent Portal with Single Sign-On

The Power of the application comes from understanding what it can do and how it can help you participate in your child’s education.

Introduction

PowerSchools Parent Portal is a tool integrated into the PowerSchool Student Information System (SIS) specifically developed for parents and students. In previous versions of the application there was a separate login and password for each student requiring a parent to login in multiple times if they had more than one student attending. Parent Single Sign-On offers a number of benefits, including:

• access to multiple students with one login
• a personalized account for each parent and guardian
• the ability for parents/guardians to retrieve their own login information

Let’s Get Started

To get started, you must create your PowerSchool account and attach students.

Creating Your PowerSchool Parent Portal Account

Before you can log in to PowerSchool Parent Portal, you will need to create your account and associate students to it. You should have received a letter from your student’s school with your Access ID and Access Password. These values are needed to attach a student to your account. If you do not have this information or have questions, contact your building secretary.

NOTE: The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student’s progress.
NEW to PowerSchool?

Creating Your PowerSchool Parent Portal Account

NOTE: The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student’s progress.

Launch a web browser (Internet Explorer, Safari, FireFox, or Chrome) and go to PowerSchool Parent Portal URL:
• https://ps.usd450.net

Click on the Create Account tab to and get started.

Creating an account requires 2 steps: creating the actual account and linking students to the account.
Create Account
Enter your information:
• First Name (John)
• Last Name (Smith)
• Unique Email account
• Unique login name (smithj)
• Password (something you will remember)

Link Students
From your parent letter, enter the student access ID and access Password for each individual student. You may have 2 or more letters. Enter the following to make the link:
• Students name
• Access ID
• Access Password
• Your relationship

Once all information is entered, scroll to the bottom and click on Enter to Submit your information. You will be taken back to the Log in screen. Log in with your new user name and password to make Demographic changes to your Address, Phone, Emergency Contacts, etc.
Already created a Parent Account in PowerSchool?

NEED to ADD another student to your Account?

How to Add a Student to Your Parent Account

NOTE: The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.

Launch a web browser (Internet Explorer, Safari, FireFox, or Chrome) and log in to the PowerSchool Parent Portal URL:

https://ps.usd450.net

• On the start page, click Account Preferences from the navigation menu. The Account Preferences – Profile page appears.

• Click the Students tab.
• On the Students tab, click the Add icon to add a student to your parent account. The Add Student dialog appears. Enter the following
• Student Name
• Access ID
• Access Password
• Relationship
• Click Submit. The newly added student appears under My Students. Use the dropdown menu to toggle between students.

Navigation Bars

The navigation bars appear on the top and the left-hand side of the PowerSchool Parent Portal start page, and is common to every page in the application.

**PowerSchool Logo** - Click to return to the start

**Logout** - Click to log out of PowerSchool Parent Portal.

**Student** - Select between students by clicking on name

**Printer icon** - Click this icon to print the current page for your records.
Work with the Main Menu

Main Menu

The main menu consists of several icons within the navigation bar and includes links to the following features:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades and Attendance</td>
<td>Click to view student grades and attendance for the current term. For more information, see Grades and Attendance.</td>
</tr>
<tr>
<td>Attendance History</td>
<td>Click to view attendance history for the current term. For more information, see Attendance History.</td>
</tr>
<tr>
<td>Email Notification</td>
<td>Click to set the e-mail notifications you wish to receive on a regular basis. For more information, see Email Notifications.</td>
</tr>
<tr>
<td>Balance</td>
<td>For K-12, Balance is referring to Lunch balance only. For more information, see Balance</td>
</tr>
<tr>
<td>Account Preferences</td>
<td>Use this feature to update account information and add/delete student associations. For more information, see Account Preferences.</td>
</tr>
<tr>
<td>Demographic Change</td>
<td>Click to make updates to student demographic fields such as phone numbers, emergency contacts, etc.</td>
</tr>
<tr>
<td>My Schedule</td>
<td>Click to view class enrollments. For more information see My Schedule.</td>
</tr>
<tr>
<td>School Information</td>
<td>Click to view information about the schools. For more information, see School Information.</td>
</tr>
<tr>
<td></td>
<td>Additional options may be added as needed</td>
</tr>
</tbody>
</table>
It is important to understand, Standards are only displayed on this page when your child’s teacher has added an assignment for a particular standard.

**Grades and Attendance Tab**

To send an email to the teacher, click the name of the teacher. To use this function, your web browser must be properly configured.

**Standards Grades Tab**

Teacher Comments are indicated by a blue DOT. Click to view.

**Note:** Standards are continually assessed and reassessed. Weekly reporting of an assignment should not be considered a final grade.
Attendance History

Use this page to view attendance records for the student in the current term. The legend at the bottom of the page displays the attendance codes and their meanings. For Elementary students, Attendance is recorded for AM and PM only.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AM Att</td>
<td>1(A)</td>
<td></td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>N</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Gonzalez, Carolyn 116</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E: 09/14/2013 L: 05/31/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM Att</td>
<td>2(A)</td>
<td></td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>N</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Gonzalez, Carolyn 116</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E: 09/14/2013 L: 05/31/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language Arts Gr 6</td>
<td>3(A)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundis, Marcie 112</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E: 09/14/2013 L: 05/31/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Email Notifications

If you wish to receive information about via e-mail, you can specify which information you would like to receive, how often you would like to receive the information, and where to send the e-mail. The top two choices only work for Middle and High School students.
Balance

Use this page to view your Student’s lunch balance, and/or make an on-line payment to your child’s lunch account.

Welcome to the New Lunch Balance page!

In an effort to ensure parents and guardians have the most accurate and up-to-date information available, we have made changes to this page. You will now be able to check your child’s lunch balance through RevTrak using the following steps. (No purchase necessary)

1) Highlight and copy your student’s Patron Number (make sure to not include spaces)
2) Click the RevTrak link below (link opens in a new window/tab)
3) Click in the box next to Patron Number and choose Paste
4) Click “Check Balance”
5) Repeat for each individual student
6) Simply close this window when finished

RevTrak

School Information

Use this page to view basic school information.

School Info

<table>
<thead>
<tr>
<th>School Name</th>
<th>Shawnee Heights Elementary</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Address</td>
<td>2410 S.E. Burton</td>
</tr>
<tr>
<td></td>
<td>Topeka, KS 66605-1913</td>
</tr>
<tr>
<td>School Phone</td>
<td>(785) 357-5400</td>
</tr>
<tr>
<td>School Fax</td>
<td>(785) 357-5415</td>
</tr>
<tr>
<td>School Principal</td>
<td>Rebecca Hammer</td>
</tr>
<tr>
<td>Principal’s Phone</td>
<td>(785) 357-5400</td>
</tr>
<tr>
<td>Principal’s Email</td>
<td><a href="mailto:hammer@usd450.net">hammer@usd450.net</a></td>
</tr>
<tr>
<td>Assistant Principal</td>
<td></td>
</tr>
<tr>
<td>Assistant Principal’s Phone</td>
<td></td>
</tr>
<tr>
<td>Assistant Principal’s Email</td>
<td></td>
</tr>
<tr>
<td>Attendance Secretary’s Email</td>
<td></td>
</tr>
<tr>
<td></td>
<td>pr <a href="mailto:cease@usd450.net">cease@usd450.net</a></td>
</tr>
<tr>
<td>Registrar’s Email</td>
<td>pr <a href="mailto:cease@usd450.net">cease@usd450.net</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
<th>School Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1 (Q1)</td>
<td>08/14/2013</td>
<td>10/11/2013</td>
<td>41</td>
</tr>
<tr>
<td>Quarter 2 (Q2)</td>
<td>10/15/2013</td>
<td>12/20/2013</td>
<td>42</td>
</tr>
<tr>
<td>Quarter 3 (Q3)</td>
<td>01/07/2014</td>
<td>03/13/2014</td>
<td>42</td>
</tr>
<tr>
<td>Quarter 4 (Q4)</td>
<td>03/24/2014</td>
<td>05/23/2014</td>
<td>44</td>
</tr>
</tbody>
</table>
Account Preferences

Use this page to change account login information and add/delete student associations. Edit user name and password by clicking on the icon.

To add additional students to this account you will need to know the students access ID and password.
Demographic Update

Use this page to update email addresses, phone numbers, emergency contact information, etc. for each child. Currently there are four (4) pages; Student Info, Mother/Father Info, Step/Foster/Guardian Info, and Emergency Contacts. Current Information on file is displayed in RED. Only update the information that is changing, leave fields blank if no change. Click Submit and/or Next, to move to the next section.
**My Schedule**

This page will display the Matrix view of the student schedule. For Middle and High School students, it is important to keep in mind, as schedule changes are made on the admin side, students will be kept 100% up-to-date on this page.

**Quit PowerSchool Parent Portal**

When finished working in PowerSchool Parent Portal, it is important to log out of the application. You can log out of PowerSchool Parent Portal from any page in the application.

To log out, click **Logout** in the upper right corner of the screen.

**NOTE:** If you are not actively working in PowerSchool Parent Portal, your session may timeout. If so, you need to log in again.