



AND

PowerSchool

Parent Portal Single-Sign-On Users Guide

Introduction:

With the introduction of Parent/Guardian Access Management, PowerSchool now provides single sign-on access to the PowerSchool Parent Portal. With single-sign-on access parents/guardians can now have their own individual parent/guardian account, including user name and password. Using the appropriate access credentials, users may now create their own account. Once created, you can manage your account information, link with any and all students to your account (for whom you have parental and legal rights to), and set email and notification preferences for each student linked to your account. If you've forgotten your account login information, you can retrieve them by using auto-recovery.

Getting Started

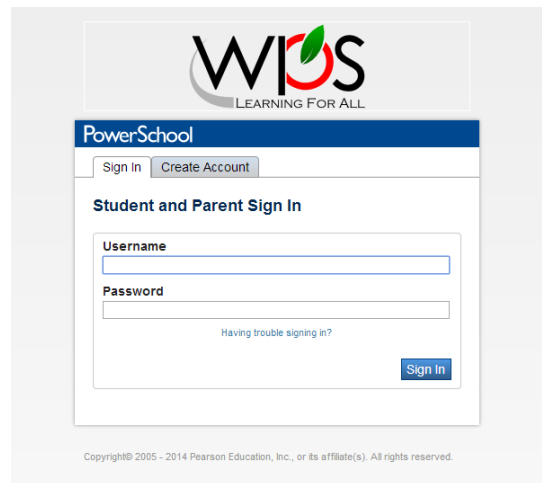
Access the WPS PowerSchool Parent Portal by entering the URL address below into your web browser's address bar. The address bar is located at the very top of your browser page.

<https://pwrschl.wps.k12.va.us>

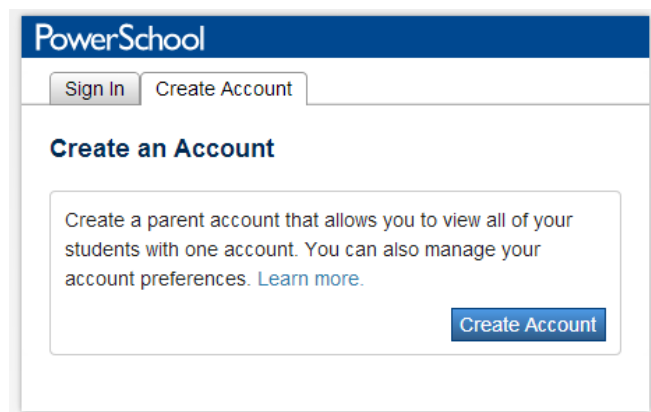
Logging In

Regardless of whether you had previous access to the parent portal, all users must create a new PowerSchool Parent Portal account.

To create your account, click on the Create Account tab located on the PowerSchool Parent Portal home page.



On the create an account screen, click on the Create Account button.



You will be presented with a Create a Parent Account page and a Link to Student Accounts Section.

Creating Your Account

Enter your First Name, Last Name and Email address in the designated fields. In order to receive email notifications you must enter a valid email address.

Enter your desired Username and Password and re-enter your password. Passwords must be at least 6 characters long.

Linking Your Students

Each student has their own specific ID Key and Password. If you haven't yet obtained this information, please visit your child's school. Parents with children enrolled at different schools will need to visit each school to obtain that child's access information.

Up to 7 students can be linked during your initial account set up. Additional students can be linked from inside the parent portal at a later date. If you only have key information for one of your children, you can proceed, linking only them, and then logging into the portal, at a later date, to link additional students.

The screenshot shows the PowerSchool parent portal interface. At the top is a blue header with the 'PowerSchool' logo. Below it is a section titled 'Create Parent Account' with several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password' (with a strength indicator), and 'Re-enter Password'. A note below these fields states 'Password must: -Be at least 6 characters long'. Below this is a section titled 'Link Students to Account' with a sub-header: 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. This section contains three numbered rows (1, 2, 3) for adding students. Each row has fields for 'Student Name', 'Access ID', 'Access Password', and a 'Relationship' dropdown menu currently set to '-- Choose'.

Beneath the Link Students to Account, #1, enter your Student's Name. This name will appear in the blue bar located at the top of your portal page and does not need to be the student's full name.

In the Access ID field, enter the ID Key given to you at your child's school. In the Access Password field, enter the Password provided to you.

Select your relationship with the child, from the drop down box provided.

Continue to students 2 to 7. When finished entering student key information, click on the blue Enter button to submit your information.

You will be returned to the PowerSchool Parent Portal Sign In Screen.

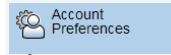
Using your newly established Username and Password, log into the Portal.

Located at the top of the portal will be a tab with the student's name to which you've linked. Click the tab to select the student whose data you wish to view.

How to Reset/Change Your Password

The PowerSchool Parent Portal Single-Sign-On module gives the user the power to maintain their password. Parent's user names and passwords are no longer kept at the school level nor is school personnel intervention required to assign or change a password.

If you need to change your password, log into the portal. On the left hand side of the screen, locate the Account Preferences option and click.



With the Profile tab selected, click on the pencil located to the right of the password (*****) listed. An additional section will appear.

Account Preferences - Profile

Profile Students

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Select Language	Select a Language ▾
Username:	<input type="text"/>
Current Password:	*****

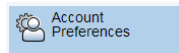
Cancel Save

In the current password field, enter the password you want to change.

In the new password field, enter your new password and then re-enter it in the confirm password field. Click on the blue Save button when finished.

Changing Your Username

To change your current user name, click on the Account preferences option on the left hand sign of the portal screen.



With the Profile tab selected, click on the pencil located to the right of your current username. The field will change to an entry field into which you can type your new desired username. Click the blue Save button when finished.

I Forgot My Username and/or Password

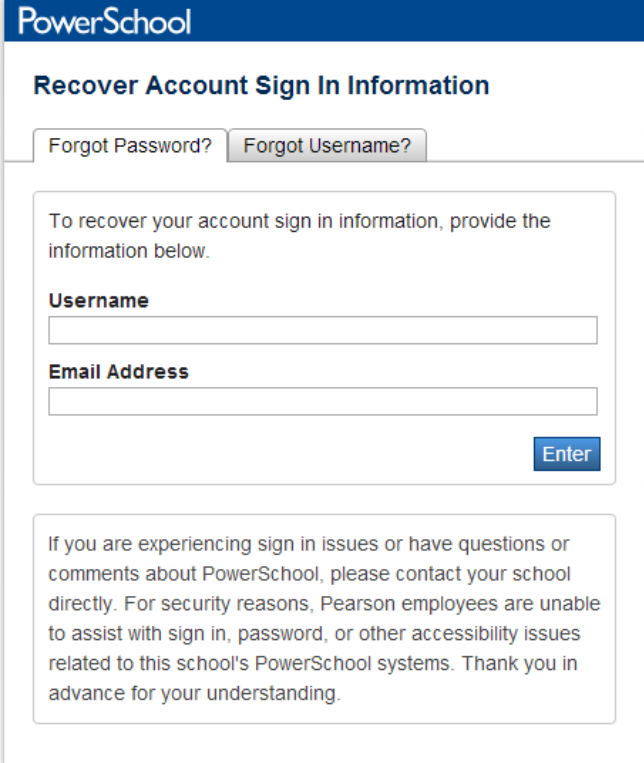
If you've forgotten your user name and/or password, click on the "Having trouble signing in?" option located directly beneath the password field on the portal sign in screen.

At the Recover Account Sign In Information screen click the option needed, follow the on-screen directions and click Enter.

The system will send an email with additional directions to the email listed in your Account Preference settings.

Follow the instructions, as listed in the email, to reset your login username and/or password.

Again, usernames and passwords are no longer maintained at the school. To recover a forgotten Username or Password, you must follow this procedure.



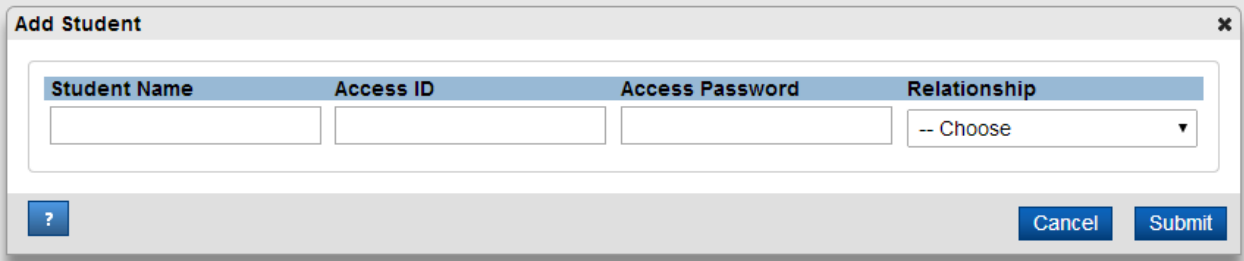
The screenshot shows the PowerSchool interface for recovering account information. At the top, there is a blue header with the PowerSchool logo. Below the header, the title "Recover Account Sign In Information" is displayed. There are two tabs: "Forgot Password?" (which is selected) and "Forgot Username?". The main content area contains a text box with the instruction: "To recover your account sign in information, provide the information below." Below this are two input fields: "Username" and "Email Address". An "Enter" button is located to the right of the "Email Address" field. At the bottom of the form, there is a text box with the following message: "If you are experiencing sign in issues or have questions or comments about PowerSchool, please contact your school directly. For security reasons, Pearson employees are unable to assist with sign in, password, or other accessibility issues related to this school's PowerSchool systems. Thank you in advance for your understanding."

Linking Additional Students After Initial Login Account Created

Once you've created your login account and linked your child(ren), the situation may exist where additional children need to be assigned. To link additional children to your account, after logging into the Parent Portal, click on the Account Preferences option in the left hand side menu.

At the Account Preferences Screen, click on the Students tab. A list of the children currently linked to your account will appear.

Locate the blue Add button located in the top right hand corner of the screen. An Add Student box will appear.



The screenshot shows a dialog box titled "Add Student" with a close button (X) in the top right corner. The dialog contains a table with four columns: "Student Name", "Access ID", "Access Password", and "Relationship". Each column has a corresponding input field. The "Relationship" field is a dropdown menu currently showing "-- Choose". At the bottom left of the dialog is a blue button with a question mark (?). At the bottom right are two blue buttons: "Cancel" and "Submit".

Add the student's name in the Student Name field, remembering this is the name that will appear in the blue bar located at the top of the portal page; full names are not necessary.

Enter the **Key ID** given to you from this child's school in the Access ID field and the Password into the Access Password field.

Select your relationship to this child in the drop down box presented.

When finished, click the blue Submit button.

The child just entered will now appear in the list of students shown on the Account Preferences - Students screen as well as in the blue bar located at the top of the Parent Portal page.