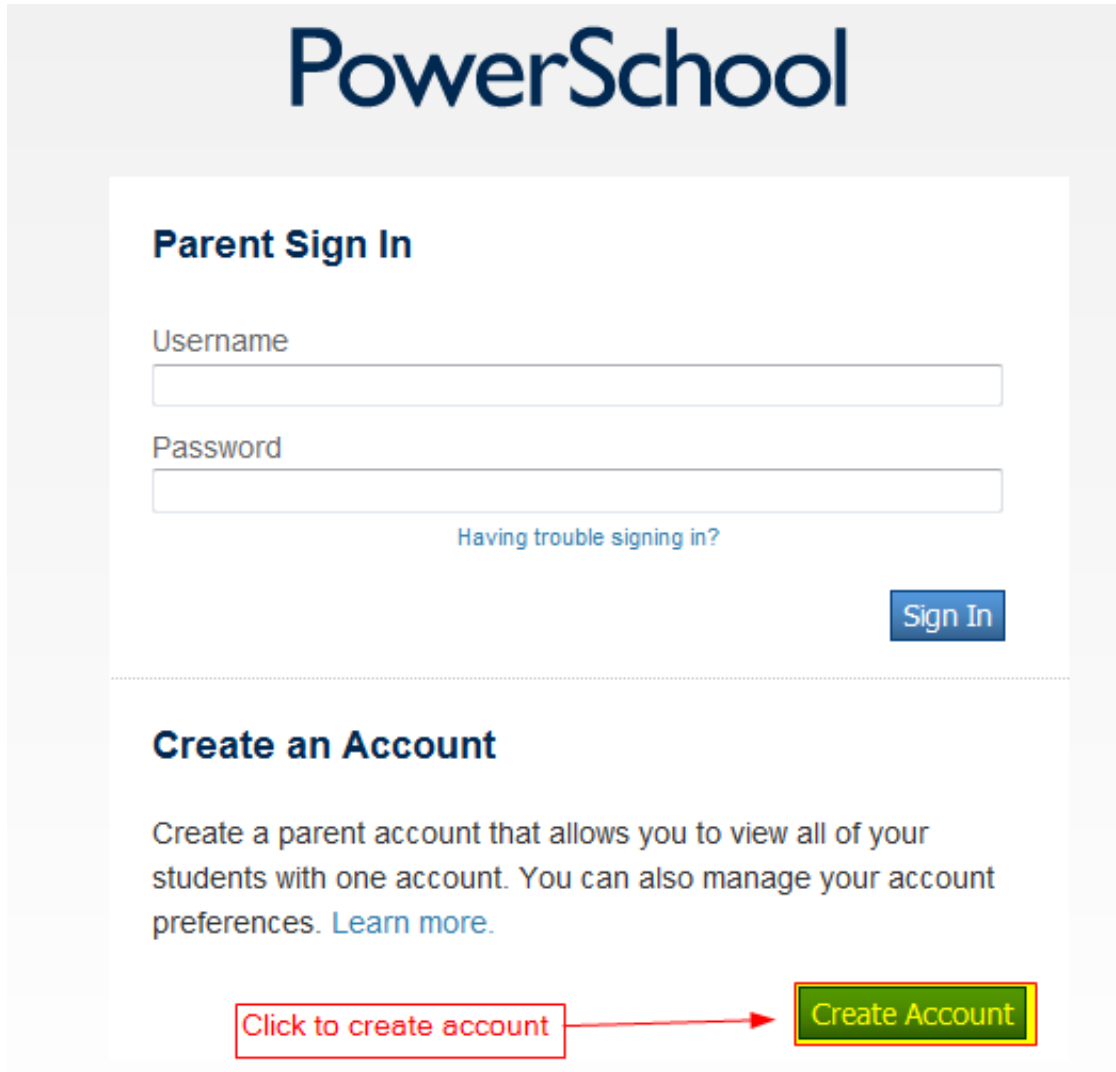


Step 1. Go to <http://ps.nsd131.org> and Click Create Account.



The image shows the PowerSchool website interface. At the top, the "PowerSchool" logo is displayed in a large, dark blue font. Below the logo, there is a "Parent Sign In" section with two input fields: "Username" and "Password". A blue "Sign In" button is positioned to the right of the password field. Below the sign-in section, there is a "Create an Account" section. It contains a paragraph of text explaining the benefits of a parent account and a link labeled "Learn more". At the bottom of this section, there is a red-bordered box containing the text "Click to create account" with a red arrow pointing to a green-bordered button labeled "Create Account".

PowerSchool

Parent Sign In

Username

Password

[Having trouble signing in?](#)

[Sign In](#)

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

[Click to create account](#) → [Create Account](#)

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Step 2. Fill in information and add all your students. On the Student Name enter first and last. As seen below.

PowerSchool

Create Parent Account

First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Doe"/>
Email	<input type="text" value="jdoe@yahoo.com"/>
Desired Username	<input type="text" value="jdoe"/>
Password	<input type="password" value="••••••••"/> Strong
Re-enter Password	<input type="password" value="••••••••"/>

Password must:
•Be at least 6 characters long

Passwords must be at least 6 characters and only use letters

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. Jane Doe	<input type="text" value="jdoe1"/>	<input type="password" value="••••"/>	<input type="text" value="Father"/>
2. Johnny Doe	<input type="text" value="jdoe2"/>	<input type="password" value="••••"/>	<input type="text" value="Father"/>
3. <input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
4. <input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
5. <input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
6. <input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
7. <input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>

Please use username and password from your registration letter for each student.

Your relationship to the student.

Enter

Step 3. Logon using your new username and password. You will see the student first names on the top and you can switch back and forth by clicking on the name.

Adding Students to Parent Portal Account After you have created your account.

(If you receive a letter later or you get the information for a new student from your school you can add the student through the portal, you will not need to do this if you added all your students in the steps above)

Step 1: Logon using your Parent Portal username and password. Click Account Preferences.

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Calendars
- Account Preferences

Grades and Attendance Standards Grades

Grades and Attendance: Test, Sally

Exp	Last Week					This Week				
	M	T	W	H	F	M	T	W	H	F

Legend

Attendance Codes: Blank=Present | A=Unverified | C=Truant | E=Excused | I=In School Suspension | M=Late | G=Emergency Closure |

Citizenship Codes: E=Exemplary | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

Click on Account Preferences

Step 2: Click the Student tab and then click Add.

Profile Students

Account Preferences - Students

To add a student to your Parent account, click the ADD button.

My Students	Add
Sally Test	

Click the Students Tab and then click the Add button

Step 3: Add the information in the box as you did before. You will use the Access ID and Access Password that you received in your registration letter or you can obtain this information from your student's school. For student name enter first and last.

My Students

Sally Test

Add Student ✕

Student Name	Access ID	Access Password	Relationship
<input type="text" value="Sammy Test"/>	<input type="text" value="Test2"/>	<input type="password" value="•••••"/>	<input type="text" value="Father"/>

? Cancel Submit

Step 4: Follow the steps again to add any other students. You can click the names to switch to each student.

PowerSchool

Sally Sammy

Navigation

- Grades and Attendance
- Grade History

Profile Students

Account Preferences - Students

To add a student to your Parent account, click the ADD button

Click the name to switch students