

# PowerSchool Parent Portal

## Information & Instructions

A parent (or legal guardian) account allows you to view the information for one or more of your students with a single login.

To create a parent account, you will need the following information:

- This tutorial on how to create your personal account and link your students to it
- **Name** - Your first and last name
- **Email** – Your email address. Student notifications and correspondence related to your parent account will be sent to the email address you enter
- **Desired Username** - Your username will be your unique PowerSchool identity used for login
- **Password** - Your password must be at least 8 characters long and meet the following PowerSchool criteria
  - Contain at least one uppercase and one lowercase letter
  - Contain at least one letter and one number
  - Contain at least one special character
- **Student Access Information** – Information you **MUST** have for each student you wish to include:
  - Student name – First and Last
  - Access ID *(sent to you via email or available via phone call to your child's school office)*
  - Access Password *(sent to you via email or available via phone call to your child's school office)*
  - Your relationship to the student

## Step-by-Step Instructions

To begin using the parent portal, you must first create your new account and then link all your students to that account. As an aid to help you through this process, please follow the steps described below. These steps only need to be completed one time.

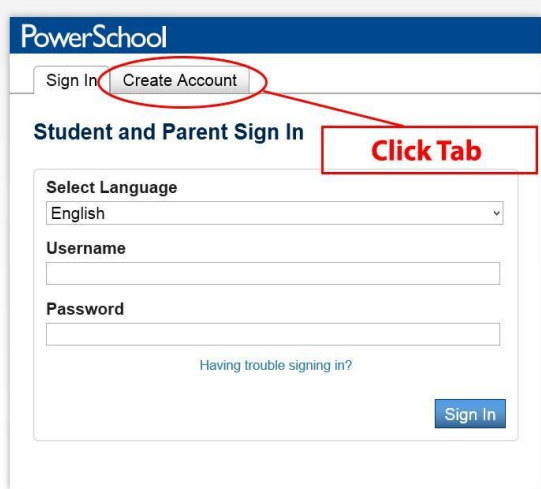
Each parent/legal guardian may use and share the same account, or create separate accounts and individually customize account preferences.



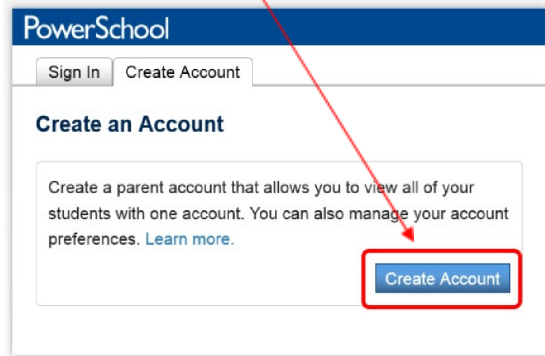
Go to <http://www.sd13.org/> and Click on the [PowerSchool Parent Portal icon](#)

[If using a mobile device to access the district webpage, a link to the PowerSchool Parent portal is the first option listed beneath the scrolling pictures]

## Step 1.



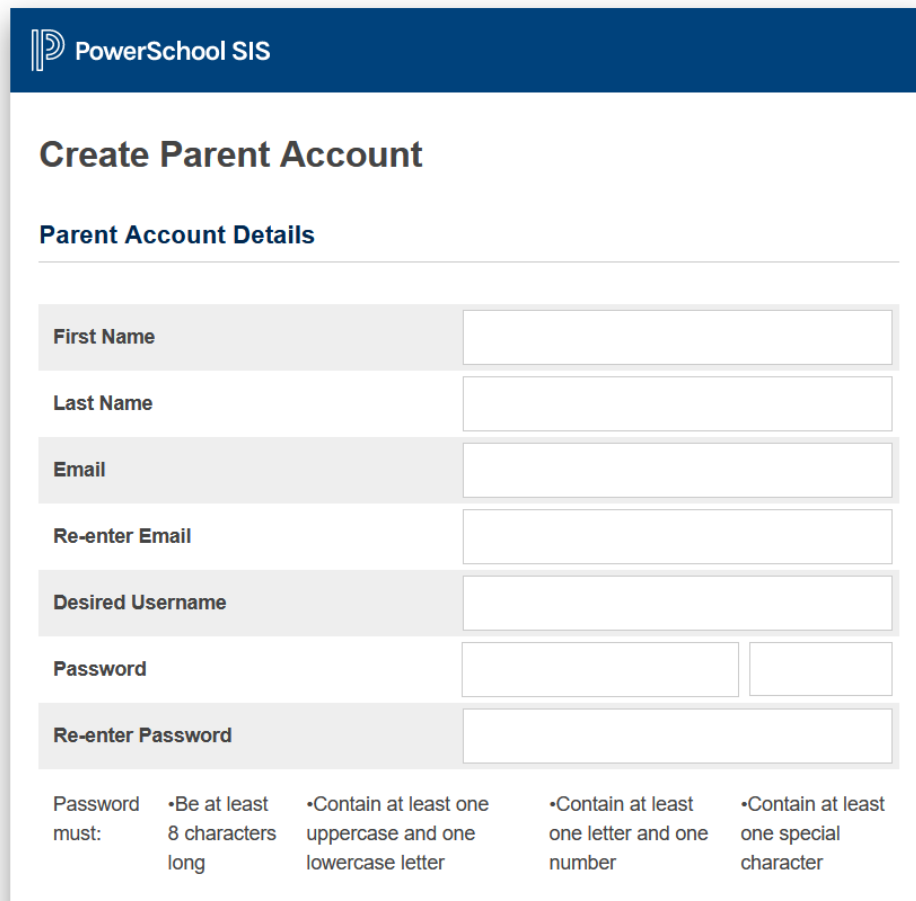
Then click "Create Account"



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## Step 2.

Fill in your account requirements and note the password criteria. Please use a password that you will remember, save your password to a password manager, or record your password in a safe location. You will need to use your Parent Portal account username and password throughout the year and annually for student registration purposes.



**PowerSchool SIS**

### Create Parent Account

**Parent Account Details**

First Name

Last Name

Email

Re-enter Email

Desired Username

Password

Re-enter Password

Password must:
 

- Be at least 8 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

### Step 3. Add your Student information.

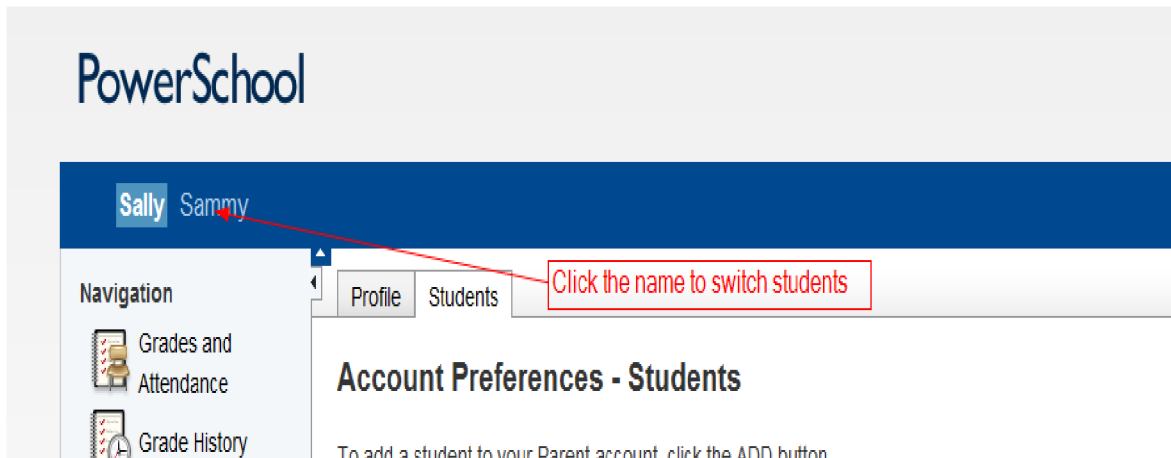
For “Student Name”, please enter the First and Last name of your child. Using the credentials provided to you by your child’s school, enter the Access ID and Access Password associated with your child. Note: This data will be unique for each child and is only needed to be entered once to link your student to your account.

Click on the Relationship menu to select your relationship to the student (e.g. Mother, Father, etc.)

Repeat this step for each of your children using the unique Access ID & Password associated with your child.

### Step 4.

Now you can logon using your new username and password. Once logged in, you will see the student’s first names listed across the top left allowing you to easily select the desired student by clicking on his/her name.



### Linking Additional Students After You Have Created Your Account

If you did not have the Access ID & Password for one or more of your students at the time you created your account, or if you have more than seven students attending schools in Bloomingdale School District 13 you may add them by following the steps below.

#### Step A:

Login to [PowerSchool Parent Portal](#) using your username/password and click “Account Preferences”

