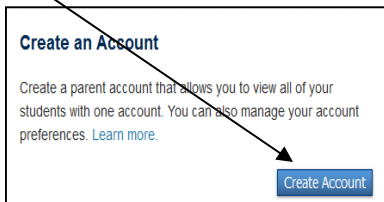


## PowerSchool Parent Portal Initial Log In Instructions

Each parent must create an account in order to use PowerSchool. If you had a previous Parent Assistant account, it is no longer valid. You will need an Access ID and an Access Password to create your new account. These can be obtained from the school's office. If you have children at different schools, you will need an Access ID and Password from each school. PowerSchool's Parent Portal will allow each parent to have his/her own user name and password. It will also allow parents of multiple children to combine accounts and gives the ability for a parent to allow others access to access to the child's grades within the system.

Directions:

1. Open a web browser to the PowerSchool Parent Portal using this web address: <https://lcs.powerschool.com/public>
2. Go to the bottom of the parent portal page and create your account by clicking on the blue "Create Account" button.



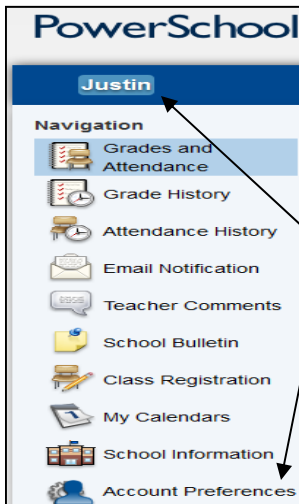
3. In the "Create Parent/Guardian Account" section, fill in all of the boxes, including your newly created user name and password. Symbols are allowed in the password but not in the user name.

The screenshot shows a form titled "Create Parent Account" with the following fields: First Name, Last Name, Email, Desired Username, Password, and Re-enter Password. A "Parent Name" field is also present. A green progress bar indicates the password strength, labeled "Strongest". Below the form, it says "Password must: •Be at least 6 characters long".

**Make sure you type the Access ID and Access Password correctly, both fields are CASE SENSITIVE.**

The screenshot shows a table titled "Link Students to Account" with the instruction "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". The table has columns for Student Name, Access ID, Access Password, and Relationship. There are seven rows, each with a dropdown menu for the Relationship column.

4. At the bottom of the page, in the "Link Students to Account" section, there will be enough spaces to include up to seven names of children. You must know the Access ID and Access Password for each child's account. If you do not know the Access ID and Access Password, please contact the school office of each child for assistance.



5. Click Enter to create your new account.
6. You will now need to log in to the system using your new username and password. Use the Parent Sign In box at the top of the screen to log in.
7. You now have the name of your child, or all of your children's names, in the upper left corner under the PowerSchool logo combined into one account.
8. To view each child's grades and attendance, click on the child's name and the grades/attendance will appear for that child.
9. To change your user name or password, or to add additional children to your account, click on the Account Preferences link at the bottom of the list on the left side of the screen. The window will open in Profile view and you can change your user name or password by clicking on the pencil icon next to these fields. Click on the Student tab, then the blue add+ button, to add more children to your account.

**REMINDER: Until you create your new account, the log-in screen at the top of the Parent Portal page will not work.**