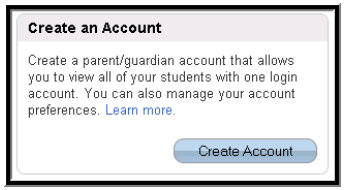
<u>NEW</u> 2010-11 PowerSchool Parent Portal Login Instructions

<u>Each parent and student must create a NEW account this fall to use PowerSchool</u>. In order to create your **NEW** account, you will need your former login information. This new feature of PowerSchool will allow each parent and student to have his/her own username and password. It will also allow parents of multiple children to combine accounts, and gives the ability for a parent to allow a grandparent, guardian, divorced parent, or other designee the ability to have access to the child's grades. The person just needs to have the original Access ID and password to create an account for the child.

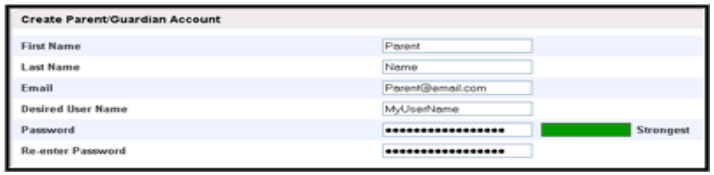
Here are the directions:

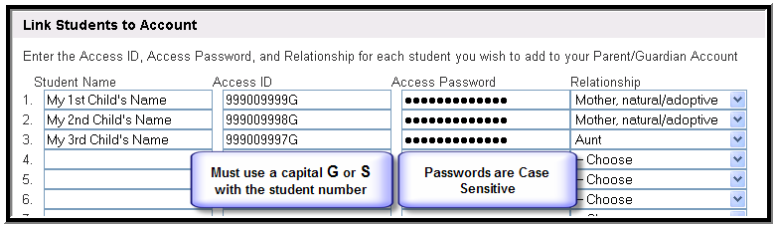
1. Open a web browser to the PowerSchool Parent Portal using this web address: http://powerschool.brownsburg.k12.in.us



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 username and password. Symbols are allowed in the password but not the username.





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 that was formerly used in PowerSchool for each child's account. If you are setting up a Guardian account, the former Access ID ends in G. If you are setting up a Student account, the former Access ID ends in S. If you do not know the Access ID and Access Password, please contact the school office of attendance for each child for assistance.

<u>Make sure you type the LOGIN ID and Password correctly, both fields are CASE SENSITIVE.</u>

5. Click Enter to create your new account.

6. You will now need to login to the system using your new username and password. Use the Login box at the top of the screen to login.

7. You now have the name of your child or all of your children's names on tabs 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 correct child's tab and the grades/attendance will appear for that child.

9. During Report Card availability time, the report card link will display below the name tab of your child/children. You will need to click on the correct child's name tab to view his/her report card for printing.

10. To change your username or password OR to add additional children to your account click on the Account Preferences button in the top right corner of screen. The window will open in Profile view and allow you to change your username or password. Click on the Student link (upper left corner of Profile screen) to add more children to your account.

REMINDER: Until you create your new account the login screen at the top of the parent portal page will <u>not</u> work.