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Understanding PowerSchool Parent Portal with Single Sign-On

PowerSchool's Parent Portal is a tool integrated into the PowerSchool Student Information System specifically developed for parents. In previous versions of the application there was a separate login and password for each student - requiring a parent to login in multiple times if they had more than one student attending a Bristol Public school. In the 2014-2015 school year we are introducing the new Parent Single Sign-On feature of the application. Parent Single Sign-On offers a number of benefits, including:

- Access to multiple students with one login
- A personalized account for each parent/guardian
- The ability for parents/guardians to retrieve their own login information

Student Access ID and Access Password

Before you can log in to PowerSchool Parent Portal, you will need to create your account and associate students to it. You can decide your own login and password for your account. **You will need the student's AccessID and AccessPassword to attach a student to your account.**

Obtaining student Access IDs and Passwords

**New student access**

The AccessID and AccessPassword needs to be requested in person at your student’s school with identification. You will be given an instruction sheet with the student’s AccessID and AccessPassword.

**If you previously accessed your child’s record in the old system:**

If you accessed your student through the “old” system you will still need to create an account; your old login and password for that student is no longer the login and password to the website – it transitions to become the Access ID and Access password for that student. You will need to create an account, and use this information in the Link Students area in the instructions. **There is no need to go back to the school to get the information.**

**NOTE:** The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student’s progress.
Creating your PowerSchool ParentPortal account

1. Launch a web browser and to go the Parent Portal url to get started:
   
   http://powerschool.bristol.k12.ct.us

2. Click CREATE ACCOUNT tab at the top of the page.

3. On the next page, click on the CREATE ACCOUNT button and follow the instructions to set up your account.
   
   If you have already created an account, enter your username and password and click the SIGN IN button.
New Accounts

Creating an account requires the two steps below.

1. **Create your account** (remember: you only need ONE account)

   In the page that appears, enter the following required information. You decide what username and password you want to use, but the username must be unique across the system and the password must be at least 6 characters long.

   **First Name, Last Name, Email, Username, and Password.**

2. **Link students to the account**

   **You must know the students’ access ID and Access Password. See pg 1**

   Enter the following information for each student. You can several students at this time if you have their Access information; or you can add student(s) later after you have created your account (see pg. 8).

   **Student Name, Access ID, Access Password, relationship**

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![Create Parent Account](Image)

![Link Students to Account](Image)
The navigation bar runs down the left side of the screen and is always visible. It consists of several icons that link you to the following sections:

<table>
<thead>
<tr>
<th>SECTION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades and Attendance</td>
<td>View student schedule, grades, and attendance totals along with a 2-week attendance snapshot.</td>
</tr>
<tr>
<td>Grade History</td>
<td>View student grade history.</td>
</tr>
<tr>
<td>Attendance History</td>
<td>View attendance history for the current term.</td>
</tr>
<tr>
<td>Email Notification</td>
<td>Set the e-mail notifications you wish to receive on a regular basis.</td>
</tr>
<tr>
<td>Teacher Comments</td>
<td>View any teacher comments.</td>
</tr>
<tr>
<td>School Bulletin</td>
<td>View school messages (if any)</td>
</tr>
<tr>
<td>School Information</td>
<td>View information about the schools.</td>
</tr>
<tr>
<td>Account Preferences</td>
<td>Update your account information and add/delete student associations.</td>
</tr>
</tbody>
</table>

Your student’s first name will appear in the bar at the top of the page above the navigation bar. If you have more than one student, click the first name of the student to switch between them.
Grades and Attendance

Use this page to view the student schedule, grades for the current term, and attendance. The legend at the bottom of the page displays the attendance codes and their meanings. On the bottom of the page is the student’s daily attendance for last 2 weeks and year to date (YTD).

To view grade detail, click a grade in the term column. The Class Score Detail page appears.

To send an email to the teacher, click the name of the teacher. To use this function, your web browser must be properly configured.

To view attendance dates click on the Absences or Tardies number.

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**Attendance By Class**

<table>
<thead>
<tr>
<th>Exp</th>
<th>Last Week</th>
<th>This Week</th>
<th>Course</th>
<th>Q1</th>
<th>Q2</th>
<th>E1</th>
<th>S1</th>
<th>Absences</th>
<th>Tardies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2(A)</td>
<td>-</td>
<td>-</td>
<td>Study Hall/Gr 9-10 S2</td>
<td>-</td>
<td>-</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>1-2(B)</td>
<td>-</td>
<td>-</td>
<td>MOD AMER HIST/ACA</td>
<td>94</td>
<td>87</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>3-4(A)</td>
<td>-</td>
<td>-</td>
<td>ENGLISH 2/ACA</td>
<td>80</td>
<td>97</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>3-4(B)</td>
<td>-</td>
<td>-</td>
<td>ITALIAN 2/ACC</td>
<td>84</td>
<td>71</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>5-6(A)</td>
<td>-</td>
<td>-</td>
<td>DRAMA 2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>5-6(B)</td>
<td>-</td>
<td>-</td>
<td>GEOMETRY/ACC</td>
<td>80</td>
<td>83</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>7-8(A)</td>
<td>-</td>
<td>-</td>
<td>BIOLOGY/ACC</td>
<td>74</td>
<td>69</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>7-8(B)</td>
<td>-</td>
<td>-</td>
<td>PHYS ED 11/12</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>ADV(A.B)</td>
<td>-</td>
<td>-</td>
<td>Advisory Home Room</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Attendance Totals**

<table>
<thead>
<tr>
<th>Absences</th>
<th>Tardies</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

---

**Attendance By Day**

<table>
<thead>
<tr>
<th>Last Week</th>
<th>This Week</th>
<th>Absences</th>
<th>Tardies</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>T</td>
<td>W</td>
<td>H</td>
</tr>
<tr>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Attendance Totals**

<table>
<thead>
<tr>
<th>Absences</th>
<th>Tardies</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>
Grade History

Use this page to view grade history for the student in the current term. Click the grade in the % column will open the Class Score Detail Page.

Attendance History

Use this page to view class attendance records for the student in the current term. The legend at the bottom of the page displays the attendance codes and their meanings.
Email Notifications

If you wish to receive information about your student’s grades, attendance, and assignment scores, use this page to set up your e-mail preferences. You can specify which information you would like to receive, how often you would like to receive it, and where to send the e-mail.

Teacher Comments

Use this page to view any comments that teachers entered regarding items such as the student’s achievement or behavior.

School Bulletin

Use this page to view announcements from the school, if the school is using. If you get a “page not found” message there are no bulletins.
Account Preferences

Use this page to change your account login information and add/delete student associations. To add additional students to this account you will need to know the students Access ID and Access password (see pg1). Edit user name and password by clicking on the icon

Note: Anytime you make a change to your account you will get an email confirmation.

To add a student to your account:
1. Click the students tab and click the ADD button.
2. Enter the required information (see pg 2).
Quit PowerSchool Parent Portal

When finished working in PowerSchool Parent Portal, it is important to log out of the application. You can log out of PowerSchool Parent Portal from any page in the application.

To log out, click **Sign Out** in the upper right corner of the screen.

**NOTE:** If you are not actively working in PowerSchool Parent Portal, your session may timeout. If so, you need to log in again.

Problems Logging In

If you forgot your username or password, click the “Having Problems logging in?” link on the sign-in page and follow the instructions. **If you still need assistance, please call the student's school and ask for Parent Portal assistance.**