



# Powerschool Parent Portal User Guide

## **Introduction**

Understanding Powerschool Portal Single Sign-on .....	1
Obtaining AccessID/Passwords.....	1
Creating your PowerSchool Parent Portal Account .....	2-3
Navigation bar .....	4

## **Sections**

Grades and Attendance.....	5
Grades History.....	6
Attendance History .....	6
Email Notifications .....	7
Teacher Comments .....	7
Account Preferences .....	8
Adding students to your account .....	8
Quitting Powerschool Parent Portal.....	9
Problems Logging In.....	9

## Understanding PowerSchool Parent Portal with Single Sign-On

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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

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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 go to 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.

The screenshot shows the PowerSchool Parent Portal sign-in page. At the top, there are two tabs: "Sign In" and "Create Account". Below the tabs, there is a section titled "Logging into the Parent Portal signifies your agreement and understanding of these guidelines:" followed by four numbered items: 1. I will not share my portal password with anyone, including my children; 2. I will not attempt to alter or destroy data of my own child, or another user; 3. I will not use the Parent Portal for any illegal activity, including violation of privacy laws and; 4. I will not attempt to access data that I am not legally entitled to. Below this is a section titled "Student and Parent Sign In" with a red message: "Bristol Public Schools has moved to a new single sign-on process for parent portal access. Please click here for information." There are two input fields: "Username" and "Password". Below the fields is a link "Having trouble signing in?" and a "Sign In" button. At the bottom, there is a copyright notice: "Copyright© 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved."

Each parent needs to create ONE account

The screenshot shows the PowerSchool Parent Portal "Create an Account" page. At the top, there are two tabs: "Sign In" and "Create Account". Below the tabs, there is a section titled "Create an Account" with the text: "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.](#)" and a "Create Account" button. At the bottom, there is a copyright notice: "Copyright© 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved."

## 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

#### Create Parent Account

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Password must:  
•Be at least 6 characters long









#### Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

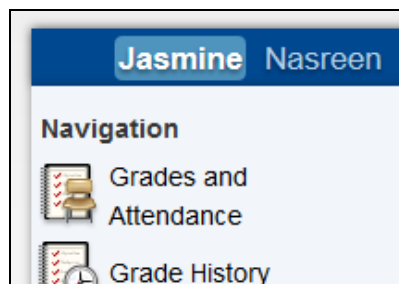
Student Name	Access ID	Access Password	Relationship
1. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
2. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose

## Navigation bar

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:

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

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).

Snap-shot of last 2 weeks attendance per class

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

### Grades and Attendance:

Attendance By Class														Q1	Q2	E1	S1	Absences	Tardies
Exp	Last Week					This Week					Course	Q1	Q2	E1	S1	Absences	Tardies		
	M	T	W	H	F	M	T	W	H	F									
1-2(A)											Study Hall/Gr 9-10 S2 Damon, Pamela		--			0	0		
1-2(B)											MOD AMER HIST/ACA Plourde, Gerard - Rm: 226	94	87			0	0		
3-4(A)											ENGLISH 2/ACA Hayes, Monica - Rm: 216	80	97			0	0		
3-4(B)											ITALIAN 2/ACC Scaccianemici, Angela - Rm: 23	84	71			0	0		
5-6(A)											DRAMA 2 DiPietro, Lindsey - Rm: 218		--			0	0		
5-6(B)											GEOMETRY/ACC Brunetti, Colin - Rm: 115	80	83			0	0		
7-8(A)											BIOLOGY/ACC Lennon, Nancy - Rm: 237	74	69			0	0		
7-8(B)											PHYS ED 10/11/12 DeFillippi, Joseph - Rm: Gym		--			0	0		
ADV(A-B)											Advisory Home Room Amara, Sheri - Rm: GUID		--			0	0		
<b>Attendance Totals</b>																		<b>0</b>	<b>0</b>

Current High School Q1 Weighted GPA (Q2): 0.0000

Show dropped classes also

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

Class Score Detail					
Course	Teacher	Expression	Final Grade <sup>1</sup>		
Criminal Justice	Baldwin, D	1(A)	B+	89%	
<b>Teacher Comments:</b> Meets lab/classroom work experiences.					
<b>Section Description:</b>					
Due Date	Category	Assignment	Score	%	Grd
06/26/2008	WB	WBWK6	100/100	100	A
06/26/2008	WB	WBWK7	80/100	80	B-
06/26/2008	WB	WBWK8	100/100	100	A
06/26/2008	WB	WBWK9	60/100	60	D-
06/27/2008	PROJ	Assign 1	80/100	80	B-
06/27/2008	ATT	ATTWK1	100/100	100	A
06/27/2008	WB	WBWK1	100/100	100	A
<small>Grades last updated on 7/30/2008</small>					
<small>^ - Score is exempt from final grade. * - Assignment is not included in final grade.</small>					
<small>1 - This final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher.</small>					
<small>Print Page</small>					

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

#### Dates of Attendance

Dates of all absences for Criminal Justice Exp. 1(A) (3333.1) for Sum 07:

- 1(A) - Wednesday, June 25, 2008 - A
- 1(A) - Tuesday, July 22, 2008 - A
- 1(A) - Wednesday, July 23, 2008 - A

#### Dates of Attendance

Dates of all tardies for Criminal Justice Exp. 1(A) (3333.1) for Sum 07:

- 1(A) - Monday, July 7, 2008 - T
- 1(A) - Thursday, July 10, 2008 - T

Attendance By Day													
Last Week					This Week					Absences		Tardies	
M	T	W	H	F	M	T	W	H	F	Q3	YTD	Q3	YTD
										0	1	0	0
<b>Attendance Totals</b>										<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>

## 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.

**Class Score Detail**

Course	Teacher	Expression	Final Grade <sup>1</sup>
Criminal Justice	Baldwin, D	1(A)	B+ 89%

**Teacher Comments:** Meets lab/classroom work experiences.

**Section Description:**

Due Date	Category	Assignment	Score	%	Grd
06/26/2008	WB	WBWK6	100/100	100	A
06/26/2008	WB	WBWK7	80/100	80	B-
06/26/2008	WB	WBWK8	100/100	100	A
06/26/2008	WB	WBWK9	60/100	60	D-
06/27/2008	PROJ	Assign 1	80/100	80	B-
06/27/2008	ATT	ATTWK1	100/100	100	A
06/27/2008	WB	WBWK1	100/100	100	A

Grades last updated on 7/30/2008

^ - Score is exempt from final grade, \* - Assignment is not included in final grade

1 - This final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher.

Print 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.

**Meeting Attendance History**

Course	Expression	6/23-6/29				6/30-7/6				7/7-7/13				7/14-7/20				7/21-7/27				7/28-8/3				8/4-8/10																														
		M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S																				
Criminal Justice Baldwin, D E: 6/22/08 L: 8/9/08	1(A)		A																																																					

**Legend**  
 Attendance Codes: A=Absent | E=Entered | SR=School Related | T=Tardy |

## 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.

**Email Notifications : Abdi, Fatuma S**

What information would you like to receive?

Summary of current grades and attendance

Detailed reports showing all assignment scores for each class

Detailed report of attendance

Balance Alert (Note: Will only be sent when a student is low on funds.)

How often? Never ▾

Email Address doribaldwin@kentisd.org

Additional Email Addresses 
  
(separate multiple email addresses with commas)

Apply these settings to all your students?

Send now for Fatuma?


[Submit](#)

## Teacher Comments

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

Teacher Comments*			
Exp.	Course	Teacher	Comment
1(A)	Criminal Justice	Baldwin, D	Meets lab/classroom work experiences. Please note that the Current Grade and Current % are subject to change when assignments are turned in by the end of the Quarter. The final Semester grade is made up of three components: First Quarter grade (45%), Second Quarter grade (45%), and our Final Evaluation (10%).

\* Additional teacher comments may be found on the 'Grades and Attendance' and 'Grades History' pages. Find comments there by clicking on the reporting period score for the appropriate class.


Print Page 

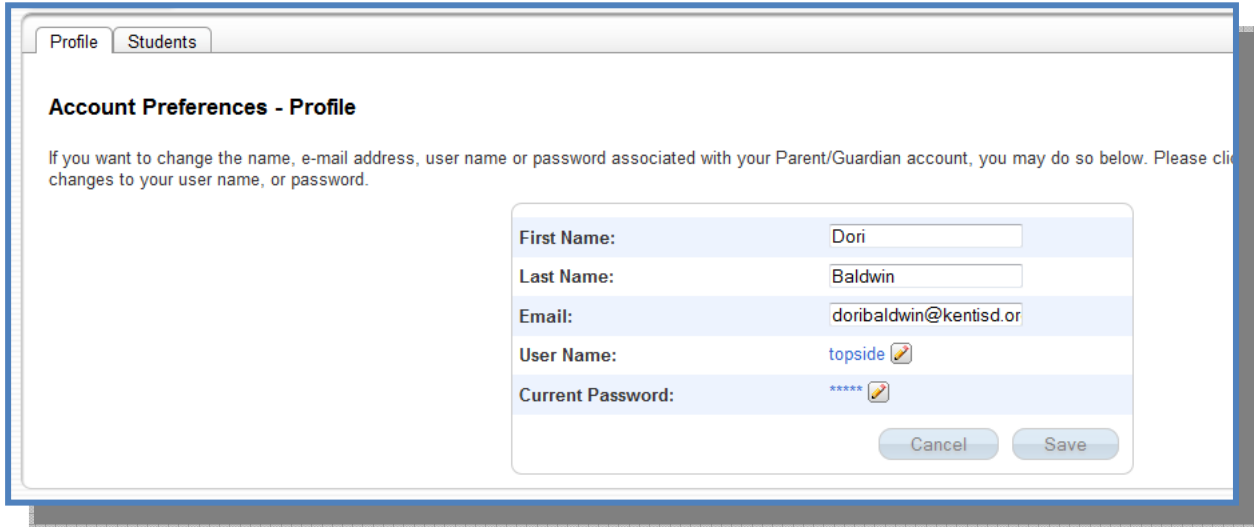
## School Bulletin

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 

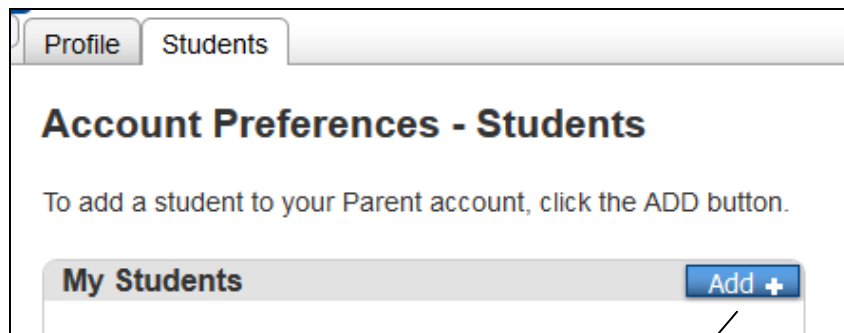


The screenshot shows the 'Account Preferences - Profile' page. It has two tabs: 'Profile' and 'Students'. Below the tabs is the title 'Account Preferences - Profile' and a paragraph: 'If you want to change the name, e-mail address, user name or password associated with your Parent/Guardian account, you may do so below. Please click changes to your user name, or password.' Below this is a form with five rows: 'First Name' with the value 'Dori', 'Last Name' with 'Baldwin', 'Email' with 'doribaldwin@kentisd.or', 'User Name' with 'topside' and a pencil icon, and 'Current Password' with '\*\*\*\*\*' and a pencil icon. At the bottom right of the form are 'Cancel' and 'Save' buttons.

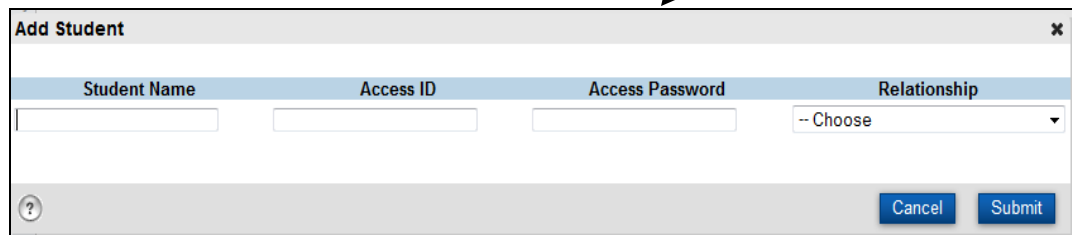
Note: Anytime you make a change to your account you will get an email confirmation.

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).



The screenshot shows the 'Account Preferences - Students' page. It has two tabs: 'Profile' and 'Students'. Below the tabs is the title 'Account Preferences - Students' and a paragraph: 'To add a student to your Parent account, click the ADD button.' Below this is a box labeled 'My Students' with an 'Add +' button. An arrow points from the 'Add +' button to the 'Add Student' form below.



The screenshot shows the 'Add Student' form. It has a title bar with 'Add Student' and a close button 'x'. Below the title bar is a table with four columns: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. Each column has an input field. The 'Relationship' field is a dropdown menu with '-- Choose' selected. At the bottom left is a help icon '?'. At the bottom right are 'Cancel' and 'Submit' buttons.

## Quit PowerSchool Parent Portal

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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.

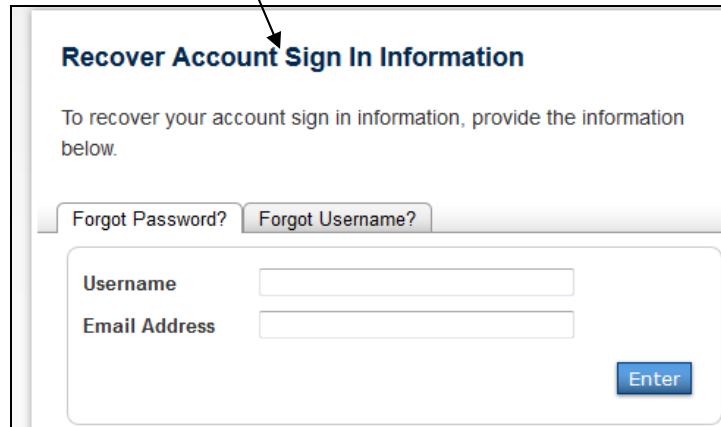
## Problems Logging In

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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.**



The screenshot shows the 'Parent Sign In' page. It features a title 'Parent Sign In' in bold blue text. Below the title are two input fields: 'Username' and 'Password'. At the bottom right of the form area, there is a blue link that says 'Having trouble signing in?'.



The screenshot shows the 'Recover Account Sign In Information' page. It has a title 'Recover Account Sign In Information' in bold blue text. Below the title is a paragraph: 'To recover your account sign in information, provide the information below.' There are two tabs: 'Forgot Password?' and 'Forgot Username?'. The 'Forgot Username?' tab is selected. Below the tabs are two input fields: 'Username' and 'Email Address'. At the bottom right, there is a blue button labeled 'Enter'. An arrow points from the 'Having trouble signing in?' link in the previous screenshot to the 'Forgot Username?' tab.