

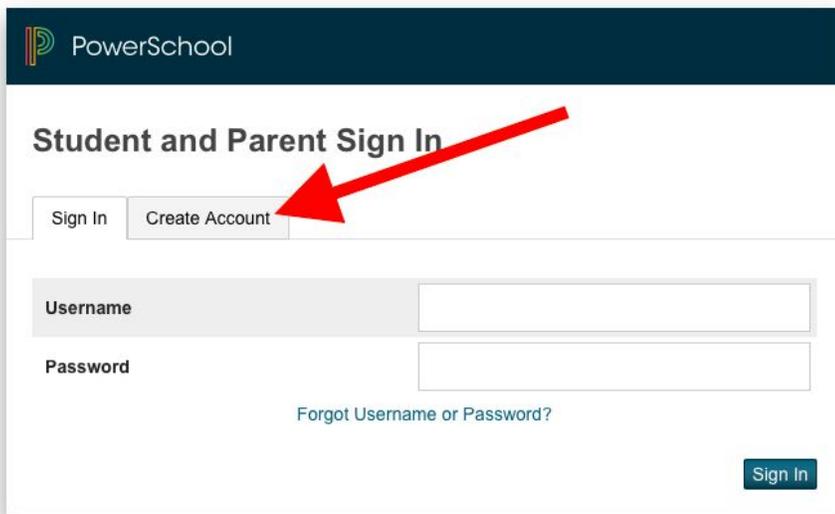
PowerSchool Parent Portal

Account Creation Instructions

When a parent creates an account an access ID and access password for each student will need to be entered. This information may be picked up at the school office. (**This access ID and access Password is NOT the student account and password that the student logs in using.**)

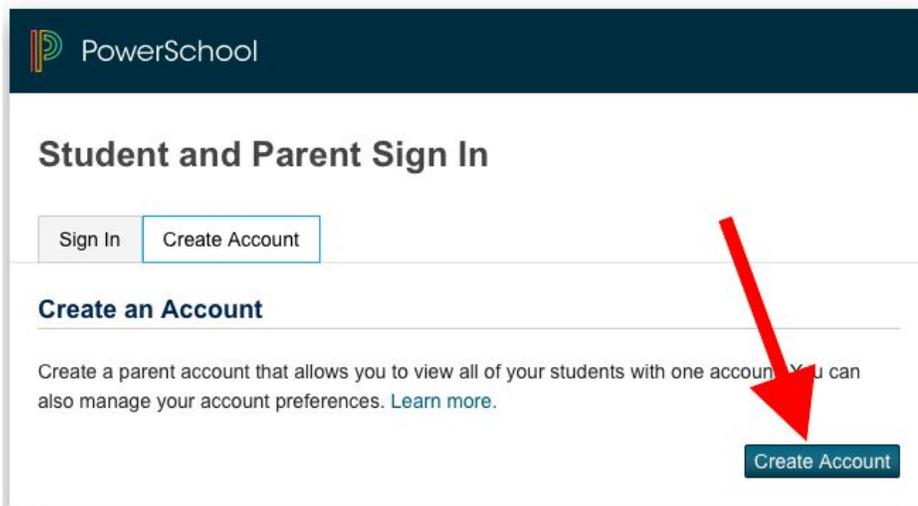
Please follow the instructions to create an account and link your students to your account.

1. Go to the PowerSchool website (<http://powerschool.rsu13.org/>) the following screen will appear.



The screenshot shows the PowerSchool website header with the logo and the text "PowerSchool". Below the header is the title "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". A red arrow points to the "Create Account" tab. Below the tabs are two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot Username or Password?". At the bottom right of the form is a "Sign In" button.

2. Click on the "Create Account" tab and you will be directed to the account creation screen seen below:



The screenshot shows the PowerSchool website header with the logo and the text "PowerSchool". Below the header is the title "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". Below the tabs is the section "Create an Account". The text in this section reads: "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.](#)" At the bottom right of the section is a "Create Account" button. A red arrow points to this button.

3. Click the "Create Account" button.

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"/> <input type="password"/>
Re-enter Password	<input type="password"/>
Password must: *Be at least 6 characters long	

4. In the Create Parent Account form enter the following information: **Your First Name, Your Last Name, Your email address.** Accounts must have unique e-mail addresses, so if parents share the same email address, you can only set up one parent account and can only log in one at a time. If you have different email addresses you can set up another account with that email address.

Desired User Name: Enter your choice- no apostrophes or email addresses.

Password: Your choice must be at least 6 characters long.

Re-enter Password: Re-enter the same password to verify.

Link Students to Account 

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

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

Link Students to Account: This is where you will set up access to your student.

Enter the **Student Name.**

Enter **Access ID** and **Access Password** you were given by the school. Select the **Relationship** you are to the student.

Repeat the student link piece for each of your students with portal access. It is also possible to add students after the account is created.

Click **Enter** when you have completed entering all of the information for your student(s).

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

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You should then be able to log in immediately using your new PowerSchool Portal account.

Logging in to view the information in the portal

Go to the PowerSchool website (<http://powerschool.rsu13.org/>)

The following screen will appear. (Same log in box from when you created the account)

PowerSchool

Click to sign in
Enter your username and password.

Student and Parent Sign In

Sign In Create Account

Username

Password

Forgot Username or Password?

If you've forgotten username or password

Sign In

Enter your **Username** and **Password** and click **Sign in**.

If you forgot your password click the **Forgot Username and Password?** link. It will authenticate your information and send you information on how to reset your password to the email address that you listed in your account creation. The reset appears to only be good for 30 minutes each time, but you can repeat the process if you get timed out.

How to Add a Student After You Have Created Your Account

After you have created your account you may wish to add additional students. To do this, you will need the **Access ID** and **Access Password** for each student.

Magic

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Account Preferences

Account Preferences - Students

Profile Students

2nd Select the Students Tab

3rd Enter the required information, then click Submit.

My Students

To add a student

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

Cancel Submit

1st Go to Account Preferences

Then you click on **Account Preferences**, click on the **Students** tab, and click the **Add** button. Once you have entered the **Student Name**, **Access ID**, **Access Password**, and picked the appropriate **Relationship**, then you can click the **Submit** button and that student will be added.

Repeat this process until all your students are added.