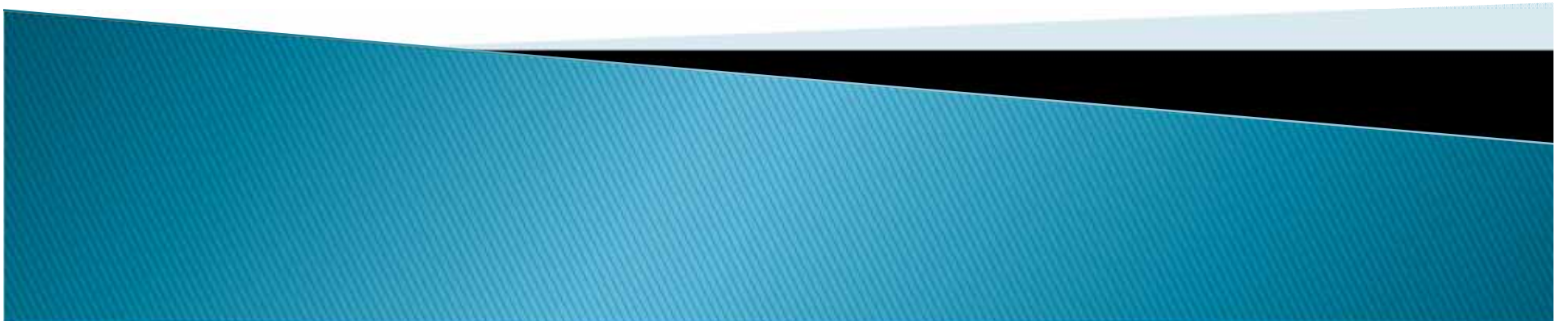


Single Sign on PowerSchool

Archdiocese
Of
Baltimore



Parent Access

- Single Parent Sign On has been created in PowerSchool
- Parents are able to link to their multiple students
- Parents are able to set up and change their passwords to sign on
- Parents can manage account. If username or password is forgotten parents have ability to reset the information.
- All students will still need an initial username and password created by SIS Analyst



Parent Access– Create an account

- ▶ All students will still need an initial username and password to set up their students
- ▶ All parents will need to create an account
- ▶ To create account:
- ▶ Archbalt.powerschool.com/public
- ▶ Click on Create Account

PowerSchool

Login

User Name

Password

[Having trouble logging in?](#)

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more](#)

Parent Access– Create an account

- ▶ Account set up requirements

Create a Parent/Guardian Account

A parent/guardian account allows you to view the information for one or more students with a single login. You can also manage your personal account preferences.

To create a parent/guardian account, enter the following information:

- **Name** - Your first and last name
- **Email** - Student notifications and correspondence related to your parent/guardian account will be sent to this email
- **Desired User Name** - Your user name is your unique PowerSchool identity
- **Password** - Your password must be at least 6 characters long
- **Student Access Information** - Information for a minimum of one student, including the student name, Access ID, Access Password, and your relationship to the student

Login

Parent Access– Create an account

Create Parent/Guardian Account

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

Link Students to Account

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

	Student Name	Access ID	Access Password	Relationship
1.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
2.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
3.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
4.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
5.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
6.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
7.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>

Parent Access– Create an account

- Student Information:
 - Student name- Name of student in system (must have at least one student)
 - Access ID- Original Parent Access username (more than one parent can use **ie Mother and Father)
 - Access Password- Original Parent Access password (more than one parent can use** ie Mother and Father)
 - Relationship- What is the account holders relationship to the student



Parent Access– Create an account

- ▶ System will verify following information
 - Unique username and password (Parent Set Up)
 - Password is at least 6 characters in length
 - Student access information is correct
 - Only one account per e-mail address can be set up
 - Parents will receive an e-mail with any changes on their account once set up



Parent Access

- ▶ Once set up students have the ability to toggle between each student to view

The screenshot displays the PowerSchool Parent Access interface. At the top, the PowerSchool logo is on the left, and a navigation bar contains icons for Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, My Calendars, and Account Preferences. Below the navigation bar, the user's name 'James Laurel' is shown on the left, and the student's name 'Glover, William' with a last login timestamp is on the right. The main content area is titled 'Grades and Attendance' and contains two tables: 'Attendance By Class' and 'Attendance By Day'. A legend at the bottom explains the attendance codes used in the tables.

Grades and Attendance

Attendance By Class

Exp	Last Week					This Week					Course	T1	T2	T3	Y1	Absences	Tardies	
	M	T	W	H	F	M	T	W	H	F								
Attendance Totals																	0	0

[Show dropped classes also](#)

Attendance By Day

Last Week					This Week					Absences		Tardies	
M	T	W	H	F	M	T	W	H	F	T1	YTD	T1	YTD
										0	0	0	0
Attendance Totals										0	0	0	0

Legend

Attendance Codes: Blank=Present | A=Absent | H=Half Day | T=Tardy | R=Truant | E=Excused | L=Leaving Early | M=Medical | P=Parent excuse | S=Suspension | F=Flu |

Parent Access– Grades and Attendance

- ▶ This looks like the prior Parent Access version.
- ▶ Shows
 - Quick Lookup
 - Click the on the actual grade for the class and you will get more indepth information for the class
 - Current Attendance



Parent Access– Grade History

- ▶ This will show the Historical Grades for the student for the current school year. Once grades have been stored at the end of the Trimester.



Parent Access– Attendance History

- ▶ This will show the historical attendance for the student for the current school year



Parent Access– E-mail Notifications

- ▶ Click here to sign up for e-mail notifications for their student(s).
- ▶ They can sign up for all students or just specific ones.



Parent Access– Account Preferences

- ▶ Parents will be able to edit their login information
 - First Name
 - Last Name
 - E-mail address
 - Password **Reminder that PowerSchool does not have access to view passwords once created**

