

## **Create Parent Account**

A page named “Create Parent Account is available in the PowerSchool Parent Portal and is accessible via **Sign In page > Create Account**.

This page allows you to establish your own parent account. The first section on the page, “Create Parent Account,” is the information necessary to establish the parent’s account. All fields in this section are required, and include the following:

- **First Name**
- **Last Name**
- **Email** (must be unique)
- **Desired User Name** (must be unique)
- **Password**
- **Re-enter Password**

The second section on the page, “Link Students to Account,” requires that the information for at least one student be provided, and includes the following:

- **Student Name**
- **Access ID = Parent Power School ID**
- **Access Password = Parent Power School Password**
- **Relationship**

## **Account Preferences**

A page named “Account Preferences” is available in the PowerSchool Parent Portal and is accessible once you have signed in by clicking the **Account Preferences** icon in the top navigation menu. This page allows you to manage your account information, including your name, user name, account password, and email address. You can also add additional students to your account.