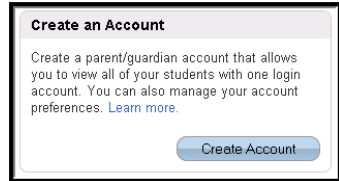


NEW PowerSchool Parent Portal Login Instructions

Each parent must create a NEW account this fall to use PowerSchool. In order to create your NEW account, you will need your former login information. This new feature of PowerSchool will allow each parent and student to have his/her own username and password. It will also allow parents of multiple children to combine accounts, and gives the ability for a parent to allow a grandparent, guardian, divorced parent, or other designee the ability to have access to the child's grades. The person just needs to have the original Access ID and password to create an account for the child.

Here are the directions:

1. Open a web browser to the PowerSchool Parent Portal using this web address: <http://powerschool.speedwayschools.org>

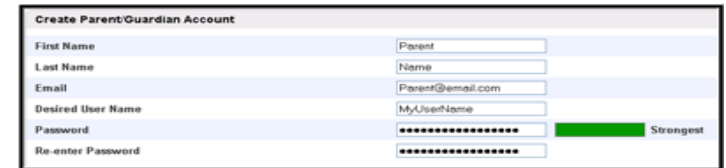


2. Go to the bottom of the parent portal page and create your account by clicking on the blue "Create Account" button.

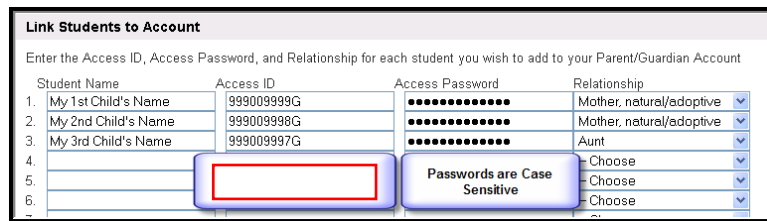
3. In the Create Parent/Guardian Account section, fill in all of the boxes, including your newly created username and password.

Note: You cannot use @ sign (or any other special symbols) in the

Desired User Name field, so do NOT use your email address in the Desired User Name field.



The image shows a form titled "Create Parent/Guardian Account" with the following fields: First Name (Parent), Last Name (Name), Email (Parent@email.com), Desired User Name (MyUserName), Password (masked with dots), and Re-enter Password (masked with dots). A green progress bar is shown next to the Password field, labeled "Strongest".



The image shows a form titled "Link Students to Account" with the following text: "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account". The form has a table with columns: Student Name, Access ID, Access Password, and Relationship. The first three rows are filled with "My 1st Child's Name", "My 2nd Child's Name", and "My 3rd Child's Name" respectively, with corresponding Access IDs and masked passwords. The Relationship column has dropdown menus with options: "Mother, natural/adoptive", "Mother, natural/adoptive", and "Aunt". There are also "Choose" buttons for the remaining rows. A red box highlights a "Passwords are Case Sensitive" warning.

4. At the bottom of the page in the Link Students to Account section, there will be enough spaces to include up to seven names of children. You must know the Parent User Name and Parent Password that was formerly used in PowerSchool for each child's account. If you do not know the User Name and Password, please contact the school office of attendance for each child for assistance.

Make sure you type the LOGIN ID and Password correctly, both fields are CASE SENSITIVE.

5. Click Enter to create your new account.

6. You will now need to login to the system using your new username and password. Use the Login box at the top of the screen to login.



7. You now have the name of your child or all of your children's names on tabs in the upper left corner under the PowerSchool logo, combined into one account.

8. To view each child's grades and attendance click on the correct child's tab and the grades/attendance will appear for that child.

9. To change your username or password OR to add additional children to your account click on the Account Preferences button in the top right corner of screen. The window will open in Profile view and allow you to change your username or password. Click on the Student link (upper left corner of Profile screen) to add more children to your account.

REMINDER: Until you create your new account the login screen at the top of the parent portal page will not work.