



# South Fayette Township School District

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Mr. Rob Warfield  
*Network Systems Administrator*

Mrs. Lee Ann Jubas  
*Network Systems Specialist*

Mrs. Kim Sahady  
*Staff Training Specialist*

June 18, 2020

Dear Parents/Guardians:

As we begin the 2020-2021 school year, we would like to take this opportunity to remind intermediate, middle and high school parents of their access to the PowerSchool Parent Portal. The PowerSchool Parent Portal allows parents to enroll one or more child(ren), (up to seven children), into their PowerSchool **parent account**. If you have not yet created your PowerSchool Parent Portal account, attached for your convenience are step-by-step instructions to create your **single user parent account**.

In order to create your **single user parent account**, you will need your **parent Access ID** and **Access password**. If you require a copy of your **parent Access ID/password**, please contact Mrs. Vasalani ([smvasalani@southfayette.org](mailto:smvasalani@southfayette.org)), or Mrs. Jessloski ([aajessloski@southfayette.org](mailto:aajessloski@southfayette.org)), (grades 3-5); Mrs. Colaiacovo ([mcolaiacovo@southfayette.org](mailto:mcolaiacovo@southfayette.org)), MS Guidance Office (grades 6-8); or Mrs. Dana Bloom ([dmbloom@southfayette.org](mailto:dmbloom@southfayette.org)), HS Guidance Office (grades 9-12). You can request that your PowerSchool Parent Portal **parent Access ID** be mailed to your home address or you may pick it up in the Main Office.

In addition to parent access, the PowerSchool ParentPortal also provides **access to students** in grades 5-12 with a designated **student Access ID and password**. The student log-in **cannot** be changed and is used by students in grades 8-12 for scheduling purposes. Students in grades 5-12 should access their account information by using the **student** Access ID and password. In the event you decide to share your parental username/password with your child, this will provide them access to change your personal parent account preferences which include your username, password and other important settings. It is highly recommended that students access their account using their **student Access ID/password**.

If you have any questions regarding the **PowerSchool Parent Portal**, please contact Network Systems Administrator, Mr. Robert Warfield ([rtwarfield@southfayette.org](mailto:rtwarfield@southfayette.org)), or Staff Training Specialist, Mrs. Kim Sahady ([kasahady@southfayette.org](mailto:kasahady@southfayette.org)).

Sincerely,

Mr. Rob Warfield  
Network Systems Administrator

Mrs. Kim Sahady  
Staff Training Specialist

# PowerSchool Parent Portal

## Frequently Asked Questions

Q. *What is PowerSchool?*

A. PowerSchool is an online tool that allows parents to keep track of their child's academic progress. PowerSchool is accessed via the Internet with a secure username and password and provides access to attendance information, teacher grade book information, including assignments, tests, quizzes, interim, 9-week and historical grades.

Q. *Who can use PowerSchool?*

A. Parents and students currently attending SFIS, SFMS or SFHS (grades 3-12).

Q. *How do I sign up?*

A. Parents will receive a unique Access ID username and password for each child enrolled in grades 3-12. Once you receive your parent Access ID username(s) and password(s), you will be required to create a single user parent account. If you do not have a parent Access ID, please contact the intermediate school, middle school, or high school guidance office for distribution of your parent Access ID (*please refer to PowerSchool ParentPortal instructions*). Students in grades 5-12 will also receive their own student Access ID username and password.

Q. *Can I have more than one child(ren) under the same account?*

A. Yes. After you receive your parent Access ID(s) for your child(ren), you will be able to create a single user parent account for up to seven (7) children.

Q. *What is the DISTRICT APP CODE?*

A. In order to use the PowerSchool Parent Portal app, you will need the District App Code which is LSTJ.

Q. *What if I need help creating my parent account or need help learning how to use the Parent Portal?*

A. Please contact Mrs. Sahady, Staff Training Specialist ([kasahady@southfayette.org](mailto:kasahady@southfayette.org)).

# PowerSchool ParentPortal

<http://powerschool.southfayette.org>

A parent account allows you to view the information for one or more children with a single sign-in account, as well as manage your personal account preferences.

## Create a Parent (single sign-in) Account:

1. Open your web browser (Safari, IE, Chrome, or Firefox) go to [powerschool.southfayette.org](http://powerschool.southfayette.org)
2. Click the **CREATE ACCOUNT** tab, click the **CREATE ACCOUNT** button (lower right)
3. Enter your **First and Last Name**
4. Enter the **Email Address** where you would like to receive student notifications and correspondence related to your parent account. Please note, if you change your email provider at any time, please update your new email address in the account preferences.
5. Enter your **Desired Username**. *This is your unique PowerSchool ParentPortal identity.*
6. Enter your **Desired Password**. *This must be at least 6 characters.*
7. Enter your **Link Students to Account** information. Information for a minimum of one student, including the student name, Parent Access ID for that student (Parent Access ID - five digits), Access Password (Parent Access password - all CAPITAL letters), and your relationship to the student.
8. Click **Enter**

PowerSchool

Student and Parent Sign In

Sign In | **Create Account**

Username: [ ]

Password: [ ]

Forgot username or Password?

**Sign In**

PowerSchool

Student and Parent Sign In

Sign In | **Create Account**

**Create an Account**

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.](#)

**Create Account**

PowerSchool

**Create Parent Account**

First Name: Mary

Last Name: Smith

Email: marysmith@gmail.com

Desired Username: marysmith

Password: [ ]

Re-enter Password: [ ]

Password must: (Be at least 6 characters long)

**Link Students to Account**

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

1

Student Name: John Smith

Access ID: 25111

Access Password: [ ]

Relationship: Mother

2

Student Name: Timothy Smith

Access ID: 25033

Access Password: [ ]

Relationship: Mother

PowerSchool

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

**Parent Sign In**

Username: [ ]

Password: [ ]

Forgot username or Password?

**Sign In**

Enter your NEW parent username/password

\*\*\*If prompted to save password, click NO\*\*\*

**Account Preference:** The Profile tab allows you to change personal settings such as email, username and password.

## PowerSchool

**Account Preferences - Profile**

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

Unable to send email. The reply-to email address for account recovery is not configured. Please contact the school directly.

First Name: John

Last Name: Smith

Email: jsmith@gmail.com

Select Language: English

New Username: jsmith

Current Password: [password field]

Cancel Save

**Account Preference:** The Students tab allows you to add child(ren) at a later date. In order to add another child, you will first need the school district Parent Access ID and Access Password for this child. You should receive this information automatically from the IS, MS or HS Guidance Department when your child becomes eligible for an account. Login to your PARENT ACCOUNT > click ACCOUNT PREFERENCES > click STUDENTS tab > click ADD > refer to page one to LINK STUDENTS TO YOUR ACCOUNT.

Profile Students

### Account Preferences - Students

To add a student to your Parent account, click the ADD button.

My Students Add +

**Email Notifications:** In addition to logging in to the Parent Portal to view your child's progress, the Email notifications tab allows you to select what type of information you would like to receive, how often you would like to receive, and if you would like to apply these settings to all your students.

**Email Notifications: Smith, Mary**

What information would you like to receive?

- Summary of current grades and attendance
- Detail report showing assignment scores for each class.
- Detail report of attendance

How often? Never

Email Address: jsmith@gmail.com

Additional Email Addresses: [text field]

(separate multiple email addresses with commas)

- Apply these settings to all your students?
- Send now for Ashley?

Submit












Accessing Student Information:

The parent single sign-in account allows you to access all your student(s) account information with one username/password. To switch from one student to another, select the desired student from the toolbar.

→ Ashley Gwenth Mara

Navigation Pane:

**Navigation**

-  **Grades and Attendance**
-  **Grade History**
-  **Attendance History**
-  **Email Notification**
-  **Class Registration**
-  **Account Preferences**
-  **Access Logs**
-  **Discipline**
-  **Honor Roll**
-  **My Schedule**
-  **School Information**

<b>Grades &amp; Attendance:</b> (Access to view Q1, Q2, Q3, Q4 and overall Y1 grades & attendance) Click on the <i>blue percentage link</i> to view assignments for a grading period in a specific course. When you click on the <i>blue percentage link</i> to view specific assignments, you may see a <i>blue link</i> in the Assignment column which will allow you to view additional information about that particular assignment. Click on the <i>blue link</i> in the Absence field ( <i>at the bottom of the screen</i> ) to view specific absence codes.
<b>Grade History:</b> Access to view previous 9-week grading period or previous school year grades.
<b>Attendance History:</b> Access to view Attendance History
<b>E-Mail Notification:</b> Access to select to receive via e-mail Grading and Attendance information along with designating the e-mail address to which this information is to be sent. <i>See options on page 2.</i>
<b>Account Preferences:</b> Access Account Preferences to change e-mail address, username or password associated with the parent account and to <b>ADD</b> additional children to your account at a later date.
<b>Access Log:</b> Access to view the Parent / Student Access Log Summary
<b>Discipline Log:</b> Access to view your child's Discipline Log Records
<b>Honor Roll:</b> Access to view your child's Honor Roll status
<b>My Schedule:</b> Access to view your child's schedule
<b>School Information:</b> Access to view your child's respective school contact information

PowerSchool ParentPortal App:

PowerSchool Parent Portal also provides access from any smart phone by downloading the PowerSchool Parent Portal app. You will need the **District App Code** to login for the first time, which is LSTJ.

# PowerSchool ParentPortal

<http://powerschool.southfayette.org>

## How to Add Children to Existing Parent Account

If you already have a PowerSchool ParentPortal account, please sign in to your account to **ADD** additional children to your account as they become eligible (grades 3-12).

**\*\*\*If prompted to save password, click NO\*\*\***

### How to Add Children to your Existing Account:

Go to **ACCOUNT PREFERENCES**  
Click on the **STUDENTS** tab  
Click **ADD**

### Complete the Link Students to Account form:

- ✓ Student Name
- ✓ Parent Access ID (for that child)
- ✓ Parent Access Password (for that child)
- ✓ Relationship
- ✓ Click Enter/Submit

You will now see your children's names in the toolbar as shown below.

**PowerSchool**

**Ashley** Gwenth Mara