South Fayette Township School District

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Mr. Tyler Hudak
Technology Integration Specialist

July 20, 2021

Dear Parents/Guardians:

As we begin the 2021-2022 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**.

If you **are new to the district and have accessed PowerSchool as part of the Enrollment Process**, the Parent Portal access to your child's academic records is automatically linked. If however your child was enrolled **prior to the 2021-2022 school year** and you have not created your account, you will need 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), or Mrs. Jessloski (aajessloski@southfayette.org), (grades 3-5); Mrs. Colaiacovo (mcolaiacovo@southfayette.org), MS Guidance Office (grades 6-8); or Mrs. Dana Bloom (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 Mr. Tyler Hudak, Technology Integration Specialist *(tdhudak@southfayette.org)*.

Sincerely,

Mr. Tyler Hudak
Technology Integration Specialist

PowerSchool ParentPortal
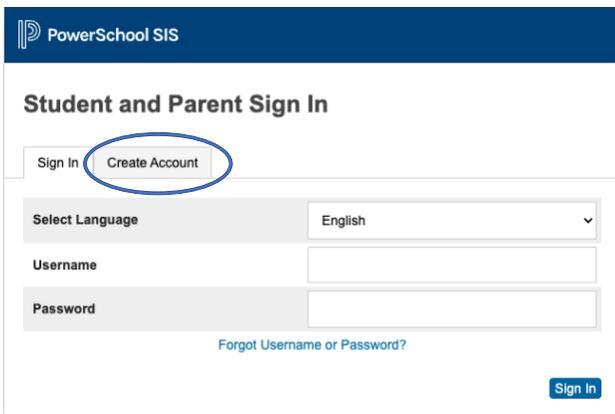## *http://powerschool.southfayette.org*

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**

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.*

PowerSchool SIS

Create Parent Account

Parent Account Details

First Name	Mary
Last Name	Smith
Email	marysmith@gmail.com
Re-enter Email	marysmith@gmail.com
Desired Username	marysmith
Password	••••••••• **Strong**
Re-enter Password	•••••••••

Password must: •Be at least 8 characters long

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.

Link Students to Account

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

1

Student Name	
Access ID	
Access Password	
Relationship	-- Choose

2

Student Name	
Access ID	
Access Password	
Relationship	-- Choose

8. Click **Enter**

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

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.

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:

Contact Information

Account Email	

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	☐

Additional Notification Emails

Email Address(es)	
	(Separate multiple email addresses with commas)

Frequency

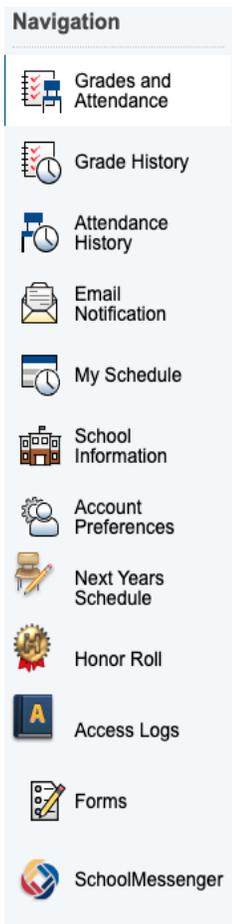| How Often?	Never ⌄
Apply These Settings to All Your Students?	☐
Send Now For Chew?	☐

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.

PowerSchool SIS

Chew	Jabba	Obi	Han	Darth

Navigation Pane:

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- My Schedule
- School Information
- Account Preferences
- Next Years Schedule
- Honor Roll
- Access Logs
- Forms
- SchoolMessenger

Grades & Attendance: (*Access to view Q1, Q2, Q3, Q4 and overall Y1 grades & attendance*)
Click on the *blue percentage link* to view assignments for a grading period in a specific course. When you click on the *blue percentage link* to view specific assignments, you may see a *blue link* in the Assignment column which will allow you to view additional information about that particular assignment. Click on the *blue link* in the Absence field (*at the bottom of the screen*) to view specific absence codes.

Grade History: Access to view previous 9-week grading period or previous school year grades.

Attendance History: Access to view Attendance History

E-Mail Notification: 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. ***See options on page 2***.

School Information : Access the school's contact information

Account Preferences: Access Account Preferences to change e-mail address, username or password associated with the parent account and to **ADD** additional children to your account at a later date.

Honor Roll: Access to view your child's Honor Roll status

Access Log: Access to view the Parent / Student Access Log Summary

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 Parent Portal
http://powerschool.southfayette.org
How to Add Children to Existing Parent Account

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

How to Add Children to your Existing Account:
1. Go to **ACCOUNT PREFERENCES**
2. Click on the **STUDENTS** tab
3. Click **ADD**

3

Account Preferences - Students

| Profile | Students |

Add

My Students

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

1. Chew Bacca
2. Jabba Hutt
3. Obi Kenobi
4. Han Solo
5. Darth Vader
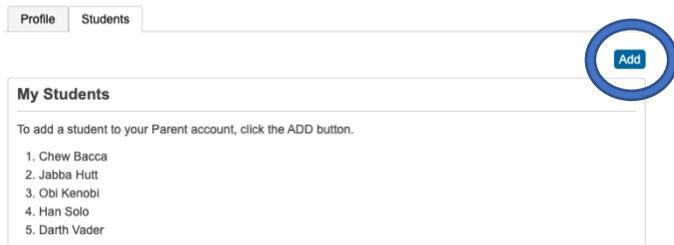
Complete the Link Students to Account form:

- ✓ Student Name
- ✓ **Parent Access ID** *(for that child)*
- ✓ **Parent Access Password** *(for that child)*
- ✓ **Relationship**
- ✓ Click **OK**

Add Student

Student Access Information

Student Name

Access ID

Access Password

Relationship   -- Choose

Cancel   OK

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