

# 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.*
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**

Step 2

Step 3

Step 4

Step 5

Step 6

Step 2

Step 7

Step 7

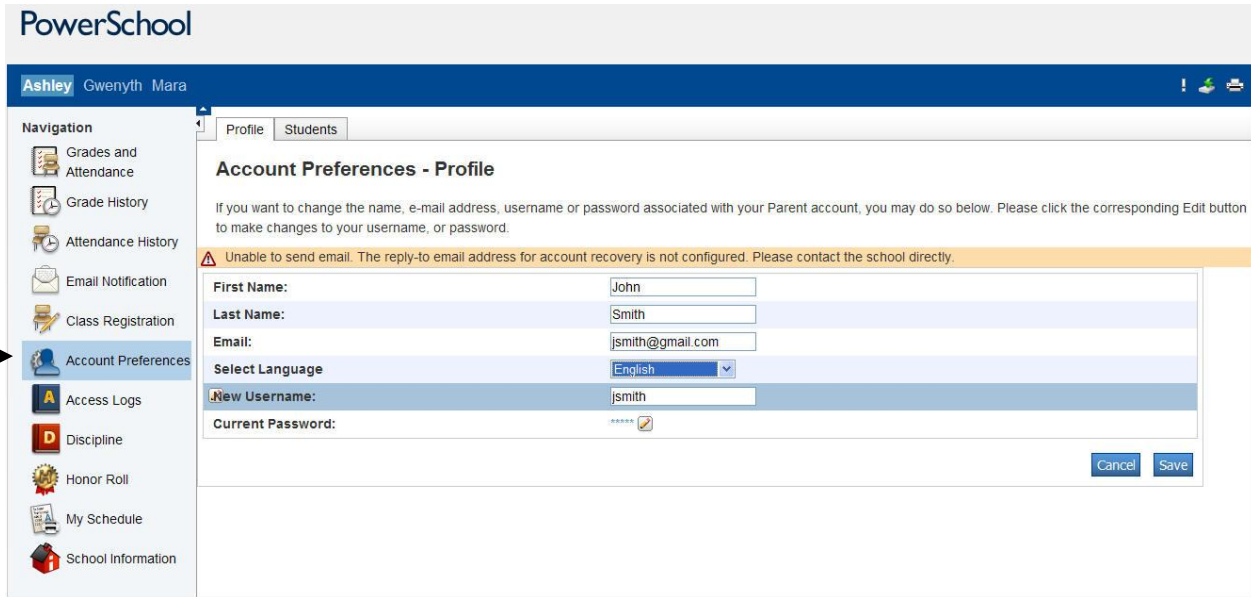
Step 7

Enter your **NEW** parent username/password

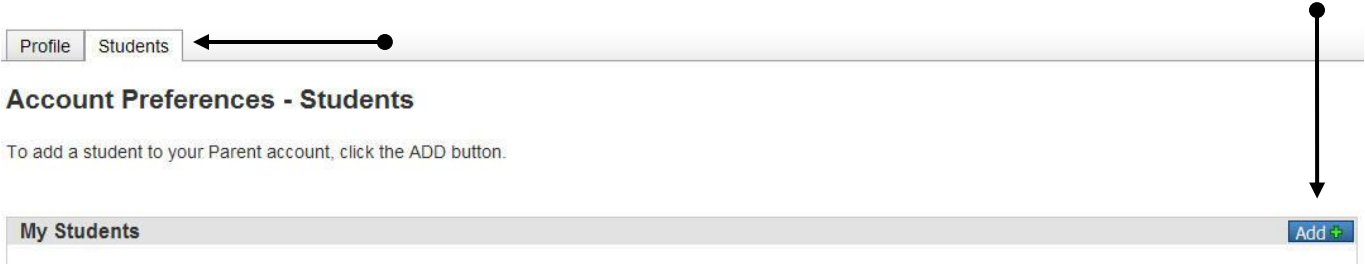
**\*\*\*If prompted to save password, click NO\*\*\***

Click Sign In

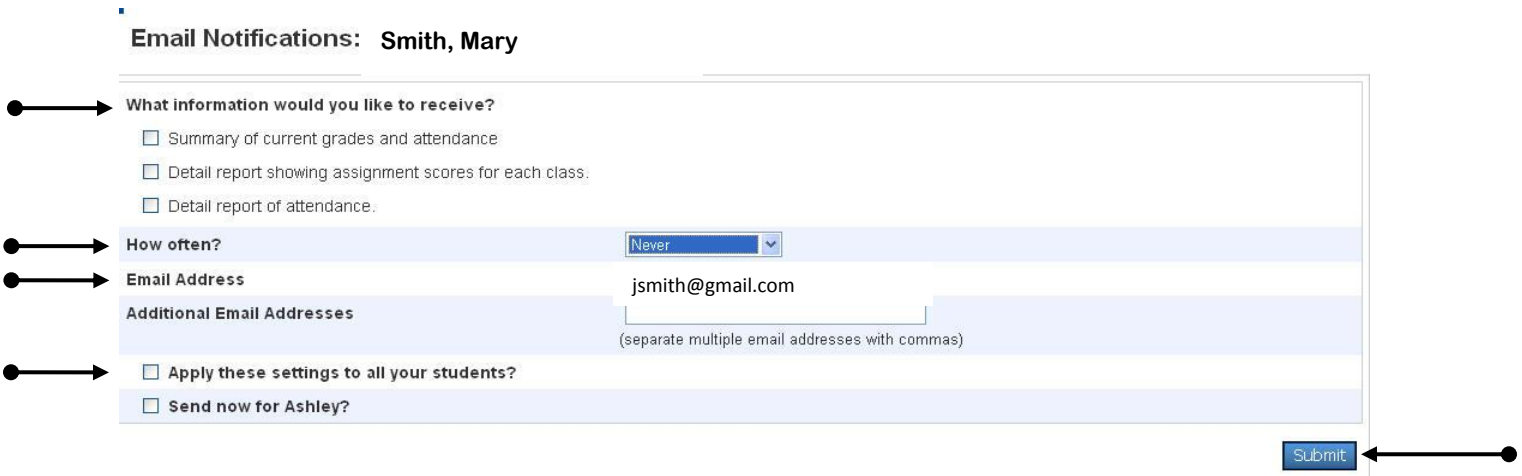
**Account Preference:** The **Profile** tab allows you to change personal settings such as email, username and password.



**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 generated **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.














### 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

Ashley Gwenyth Mara

### Navigation Pane:

| Navigation  |   |
|---|---|
|  Grades and Attendance | <b>Grades &amp; Attendance:</b> (Access to view Q1, Q2, Q3, Q4 and overall Y1 grades & attendance)<br>Click on the <a href="#">blue percentage link</a> to view assignments for a grading period in a specific course. When you click on the <a href="#">blue percentage link</a> to view specific assignments, you may see a <a href="#">blue link</a> in the Assignment column which will allow you to view additional information about that particular assignment. Click on the <a href="#">blue link</a> in the Absence field ( <b>at the bottom of the screen</b> ) to view specific absence codes. |
|  Grade History         | <b>Grade History:</b> Access to view previous 9-week grading period or previous school year grades.   |
|  Attendance History    | <b>Attendance History:</b> Access to view Attendance History  |
|  Email Notification    | <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. <b>See options on page 2.</b>  |
|  Class Registration    |   |
|  Account Preferences   | <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.   |
|  Access Logs          | <b>Access Log:</b> Access to view the Parent / Student Access Log Summary   |
|  Discipline          | <b>Discipline Log:</b> Access to view your child's Discipline Log Records   |
|  Honor Roll          | <b>Honor Roll:</b> Access to view your child's Honor Roll status  |
|  My Schedule         | <b>My Schedule:</b> Access to view your child's schedule  |
|  School Information  | <b>School Information:</b> Access to view your child's respective school contact information  |