## How to Create a Parent Account

Use this procedure to create a new parent account. In order to create an account, you must have the Access ID and Password for at least one student enrolled in school. When creating the account, you will need the Access ID and password for each student you want to associate to your parent account. If you do not have this information or have questions, contact your school.

**Note:** This procedure is only available if parent single sign-on is enabled. For more information, see *Parent Access Management*.

1. Open your Web browser to your school's PowerSchool Parent Portal URL. The Parent Sign In page appear.
2. Click **Create Account**. The Create Parent Account page appears.
3. Use the following table to enter information in the Create Parent Account section:

| Field | Description |
|---|---|
| First Name | Enter your first name. |
| Last Name | Enter your last name. |
| Email | Enter your email address. The email address you enter is used to send you select information, as well as account recovery notices and account changes confirmations. For more information, see *Email Notifications*. |
| Desired Username | Enter the username you would like to use when signing in to the PowerSchool Parent Portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name. |
| Password | Enter the password you would like to use when signing in to the PowerSchool Parent Portal. If your school has established password complexity rules, password |
| **Field** | **Description** |
| | requirements will display. Enter your password based upon these requirements. |
| Re-Enter Password | Enter your password again exactly as you entered it in the above field. |

Next: Use the following table to enter information in Link Students to Account section:

| Field | Description |
|---|---|
| Student Name | Enter the first and last name of the student you want to add to you account.<br><br>**Note:** Regardless of the name you enter, the system will populate the name based on the access ID and password for the student. |
| Access ID | Enter the unique access ID for the student.<br><br>**Note:** If you do not have this information, contact your school. |
| Access Password | Enter the unique access password for the student.<br><br>**Note:** If you do not have this information, contact your school. |
| Relationship | Indicate how you are related to the student by choosing the appropriate association from the pop-up menu. |

Click **Enter**. The Parent Sign In page appears. To continue, see *How to Sign In to PowerSchool Parent Portal*.

> **Note:** If one of the following messages appears, re-enter your password accordingly:
> - Current password is not correct.
> - New password must be at least [number] characters long.
> - New password must contain at least one uppercase and one
> - lowercase letter.
> - New password must contain at least one letter and one number.
> - New password must contain at least one special character.
> - The verification password you enter must match the new password.
> - The password entered was previously used. Please enter a new password.

The next time you sign in to PowerSchool Parent Portal, use your new password.

# PowerSchool Parent Portal Start Page

When you sign in to PowerSchool Parent Portal, the start page appears. This page serves as the central point from which you begin your PowerSchool Parent Portal session. The start page consists of the following main areas:
- **Header**
- **Navigation toolbar**
- **Navigation Menu**

## Header

The header appears at the top of the PowerSchool Parent Portal. The header includes the following information:

| Field | Description |
|---|---|
| PowerSchool | Click to return to the start page from anywhere within the application. |
| Welcome, [Your Name] | The first and last name of the person signed in. Your name should appear. If it does not, contact your school's PowerSchool administrator. |
| | In an effort to ensure that your account is secure and your information protected, the date and time of the last time you signed in appears when you hover over your name. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school. |
| Help | Click to access the PowerSchool Parent Portal online help. Assistance is just a click away! |
| Sign Out | Click to sign out of PowerSchool Parent Portal. For more information, see *Quit PowerSchool Parent Portal*. |

## Navigation Toolbar

The navigation toolbar appears at the top of the start page, and is common to every page in the application. The navigation toolbar includes the following information:

| Field | Description |
|---|---|
| [Student Tabs] | The first names of the students associated to your parent account appear in alphabetical order. Click the name of the student for whom you want to view information. The page refreshes and display information for the selected student. For more information, see *Account Preferences*. |
| | If you click the name of a student and the message "Student information is not available at this time." appears, contact your school's PowerSchool administrator. |
| | **Note:** These tabs only appear if parent single sign-on security is enabled. For more information, see *Parent Access Management*. |
| [Download Icon] | Click to download an export file containing student data similar |

| Field | Description |
|---|---|
| | to the printable view data. This data file is intended to help facilitate upload into other products, including Pearson's Alleyoop. Alleyoop is a social guidance network for collegebound teens. Alleyoop helps teens and their parents explore future college and career goals, set short-term grade goals, and get the coaching they need to get ready for success in college and beyond. For more information, see the **Alleyoop Web site**.<br><br>**Note:** The icon only appears when the Grades and Attendance tab is selected. |
| [Printer Icon] | Click to print a printer-friendly version of the page you are viewing. Additionally, the page includes the name of the selected student and the school and school district for that student. |

## Navigation Menu

The navigation menu serves as the central point from which to navigate the pages of the PowerSchool Patent Portal. The navigation menu includes the following links:

| Field | Description |
|---|---|
| Grades and Attendance | Click to view student grades and attendance for the current term. For more information, see *Grades and Attendance*. |
| Grades History | Click to view student grades for the previous term. For more information, see *Grades History*. |
| Attendance History | Click to view attendance history for the current term. For more information, see *Attendance History*. |
| Email Notification | Click to set the e-mail notifications you can receive on a regular basis. For more information, see *Email Notifications*. |
| Teacher Comments | Click to view any teacher comments. For more information, see *Teacher Comments*. |
| School Bulletin | Click to view the current school bulletin. For more information, see *School Bulletins*.<br><br>**Note:** This icon only appears if School Bulletin is enabled. |
| Class Registration | Click to register for classes and view course requests. For more information, see *Class Registration*. |

| Balance | Click to view the current lunch balance and fee transactions. For more information, see *Balances*. |
| | **Note:** This icon only appears if Lunch Balance is enabled. |

| Field | Description |
| --- | --- |
| My Calendars | Click to subscribe to specific homework and event calendars. For more information, see *My Calendars*. |
| Account Preferences | Click to manage your PowerSchool Parent Portal account preferences. For more information, see *Account Preferences*. |

# Work with the Navigation Menu

Read this section to understand the basics of working with the navigation menu. You do not need to complete the activities in any particular order, but you should be familiar with all of them.

Remember, if you have more than one student associated to your parent account, use the student tabs that appear in the navigation bar to select the student for which you want to view information. For more information, see *Account Preferences*.

## Grades and Attendance

The Grades and Attendance page displays comprehensive information about a student's grades and attendance for the current term. The legend at the bottom of the page displays the attendance and citizenship codes and their meanings.

### How to View Grades and Attendance

1. On the start page, click the **Grades and Attendance** from the navigation menu. The Grades and Attendance page appears.

2. Do one or more of the following:
   a. To view attendance data for dropped classes, click **Show dropped classes also**.
   b. To send e-mail to a teacher, click the name of the teacher.
   c. **Note:** To use this function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.
   d. To view grade details, click a grade in the term column. The Class Score Detail page appears.
   e. To view assignment details, click a grade in the term column. The Class Score Detail page appears. Click an assignment under the Assignment column. The Assignment Description page appears. Use the browser **Back** button to return to the Grades and Attendance page.

**Note**: Icons indicate the status of assignments. For more information, see the icon legend at the bottom of the page.

- To view the absences or tardies for the selected class during this term, click a number in the Absences or Tardies column. The Dates of Attendance page displays all absences or tardies for that class.
- To view the absences or tardies for all classes during this term, click a number in the Attendance Totals row. The Dates of Absence or Dates of Tardies page displays all absences or tardies. Use the browser **Back** button to return to the Grades and Attendance page.
- To view total absences or tardies for the semester or for the year-to-date, click a number in the Absences or Tardies column in the Attendance by Day section. Depending on your selection, the Dates of Attendance page displays the total absences or tardies for the semester or for the year-to-date.
- Use the browser **Back** button to return to the Grades and Attendance page.

# Standards Grades

The Standards Grades page displays information about a student's standards grades and comments for the current term. By default, only classes currently in progress appear.

## How to View Standards Grades

1. On the start page, click the **Grades and Attendance** from the navigation menu. The Grades and Attendance page appears.
2. Click the **Standards Grades** tab. The Standards Grades page appears.
   - Click **Show Completed Classes** to view standards grades for completed classes.
   - Click **Hide Completed Classes** to view only the classes for the current term.
   - If a score appears as a link, click to view score comments.
   - Click the name of the standard to view the following details:
   - Teacher
   - Course
   - Standard Name
   - Gradescale
   - Gradescale Description
   - Gradescale Details

## Welcome to PowerSchool Mobile

PowerSchool Mobile gives you access to your student's data right in the palm of your hand!

The video and this article will help you get started using the PowerSchool Mobile app.

## Device Requirements:

Mobile apps require the following operation system version installed on your device:

| Mobile App | OS |
|---|---|
| PowerSchool Mobile (iOS) v21.4.5 | iOS 12.0+ (iPhone, iPad, iPod Touch) |
| PowerSchool Mobile (Android) v21.4.5 | Android 8.0+ |

## Mobile App Download

PowerSchool Mobile can be downloaded from the Apple App Store or the Google Play Store:

1. **iOS App :** https://itunes.apple.com/us/app/powerschool-mobile/id973741088
2. **Android
   App:** https://play.google.com/store/apps/details?id=com.powerschool.portal

**Note**:

1. You can also open the **App Store app** on your iOS device and search for "**PowerSchool**". PowerSchool apps should be the first results that appear.
2. You can also open the **Play Store** app on your Android device and search for "**PowerSchool**". PowerSchool apps should be the first results that appear.

## Sign in to the PowerSchool Mobile App for iOS

After you have downloaded the mobile app to your device, configure the app to recognize the server at your school district and then sign in to the app with your PowerSchool Student and Parent Portal username and password.

The PowerSchool Mobile app walks you through the process.

**Note**: If you do not have a PowerSchool Student and Parent Portal account, tap **I Need An Account** at the bottom of the first screen for complete information on how to get an account.

## Enter the District Code

The district code is a four-digit code that you enter on the sign in screen. This connects the app to the PowerSchool SIS at your school district. You will then enter your username and password to sign in to PowerSchool.

## Essex County Public Schools District Code: MHDL

## Enter Your Username and Password

On the Sign In screen, enter your PowerSchool Parent Portal username and password, and then tap **Go**.

## Sign in to the PowerSchool Mobile App for Android

After you have downloaded the mobile app to your device, configure the app to recognize the server at your school district and then sign in to the app with your PowerSchool Student and Parent Portal username and password.
The PowerSchool Mobile app walks you through the process.

**Note**: If you do not have a PowerSchool Student and Parent Portal account, or if you do not remember your account information, tap **Forgot Username or Password**.

## Enter the District Code

The district code is a four-digit code that you enter on the sign-in screen. This connects the app to the PowerSchool SIS at your school district. You will then enter your username and password to sign in to PowerSchool.