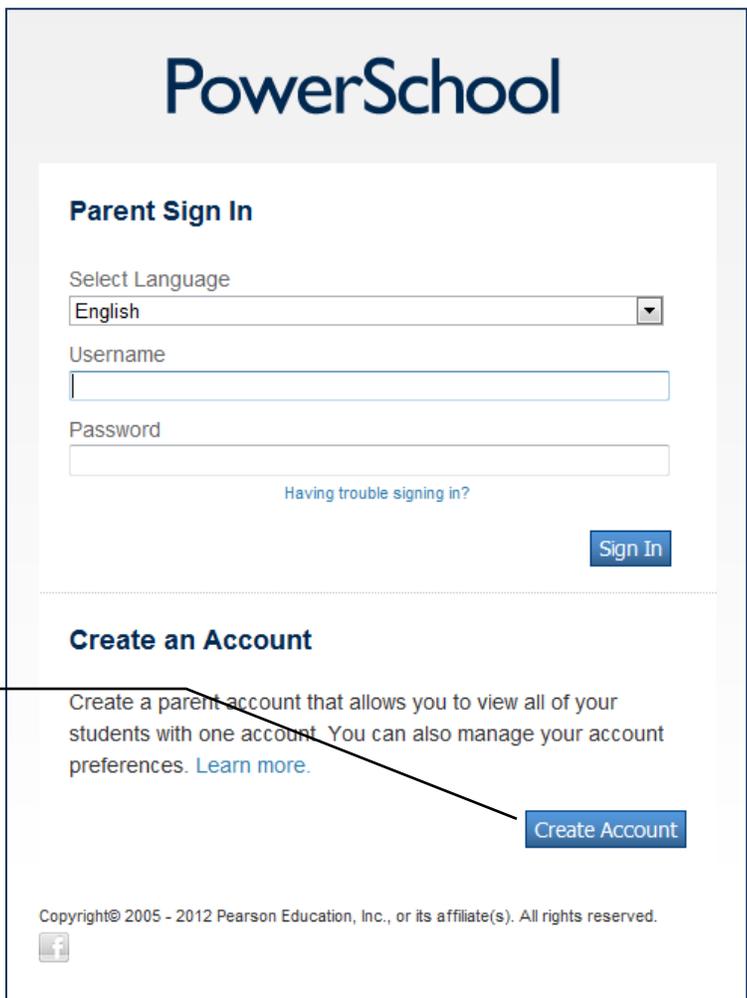
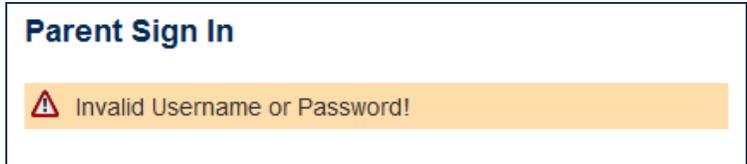


After the Parent Portal Single Sign-on feature is enabled in PowerSchool, the initial login procedure will change for parent/guardian users. A user will navigate to the Parent Portal login page as they normally would, however, with the Single Sign-on feature enabled the Username and Password boxes will not function as they previously did.

If a user attempts to enter their old Username and Password to login, they will receive an *“Invalid Username or Password!”* message.

Instead a user must click the **Create Account** button that appears on the screen. When they do so, the **Create Parent Account** screen will appear. On this screen, the user will enter information required to set up access to the new account, including a new Username and Password. They will also identify their children in the district whom they wish to access through Single Sign-on.



Click the **Create Account** button to begin the process of setting up an account and linking a student(s) to it.

Creating a New Account

The **Create Parent Account** screen will require the user to enter some basic information about the account. The screenshot below illustrates how the screen is completed:

The screenshot shows the PowerSchool 'Create Parent Account' form. The form is titled 'Create Parent Account' and includes the following fields:

- First Name: Errol
- Last Name: Garner
- Email: egarner@yahoo.com
- Desired Username: Dad
- Password: [masked]
- Re-enter Password: [masked]

The password strength indicator shows a yellow bar and the word 'Better'. Below the password fields, it states: 'Password must: -Be at least 1 characters long'.

The form also includes a section titled 'Link Students to Account' with the instruction: 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. This section contains a table with the following columns: Student Name, Access ID, Access Password, and Relationship.

Student Name	Access ID	Access Password	Relationship
1. Justin Garner	jgarner	[masked]	Father
2. Sarah Garner	sgarner	[masked]	Father
3. [empty]	[empty]	[empty]	-- Choose
4. [empty]	[empty]	[empty]	-- Choose
5. [empty]	[empty]	[empty]	-- Choose
6. [empty]	[empty]	[empty]	-- Choose
7. [empty]	[empty]	[empty]	-- Choose

An 'Enter' button is located at the bottom right of the form.

Callout boxes provide the following instructions:

- User enters their First & Last names in the boxes provided.
- User enters their email address.
- Enter the desired Username. This will be used for signing in.
- The user will need to create a new password. As they type, the password strength will be indicated as Weak, Better, or Strong. Additionally, if Password Management is enabled, the user may have to follow specific district-defined requirements for creating the new password.
- Lastly, the user will need to link their students to the new account. They will enter the names of their children in the boxes provided. In the **Access ID** and **Access Password** boxes, they will enter the **OLD** login information they used previously to access the Parent Portal before Single Sign-on was implemented. This is required to link the new account to each student. Finally, select a **Relationship** the new user account holder has with each linked student.
- Click the **Enter** button to complete the account setup.

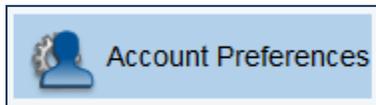
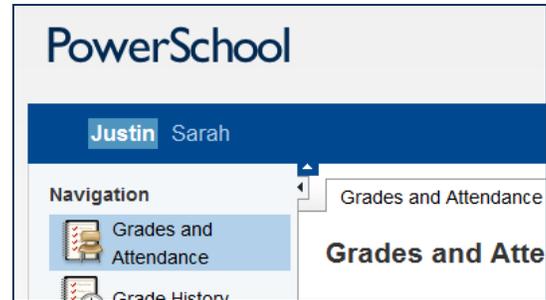
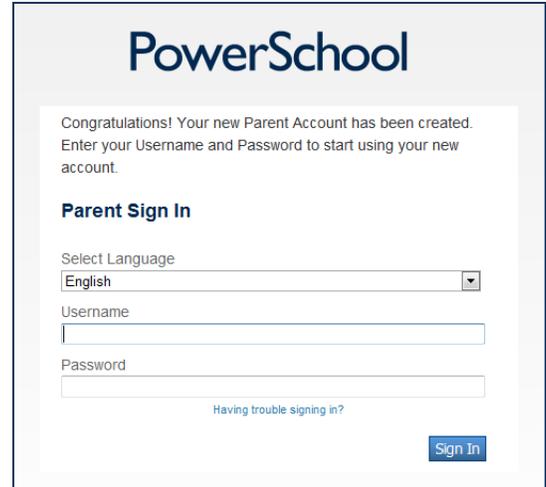
Using the New Account

Once an account is successfully created, the user will be returned to the Parent Portal login screen where a message will display indicating they were successful.

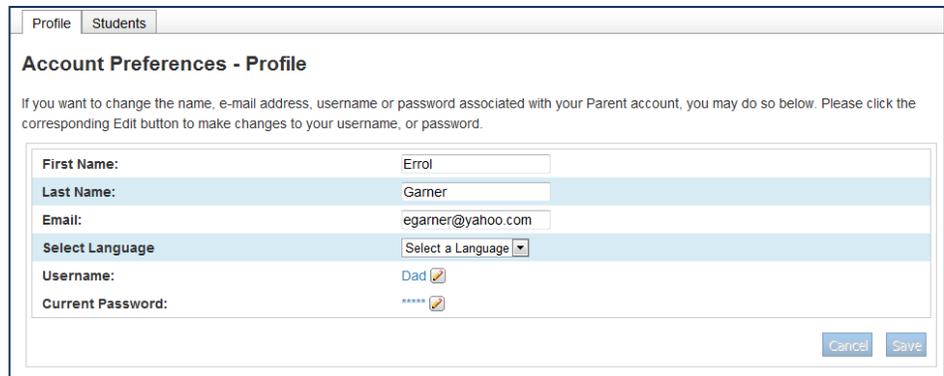
The user will now enter their newly-created Username and Password to log into the Parent Portal.

After logging in, the names of the linked students will appear in the upper left corner of the screen. By clicking the names, the user may toggle between students.

To make any changes to the account, or to add additional students to the account the user can click on the **Account Preferences** icon.



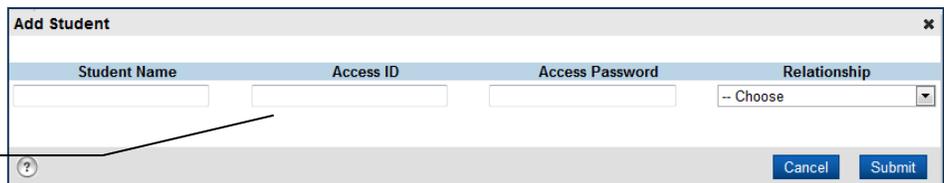
The **Account Preferences** screen contains two tabs: **Profile** and **Students**. User access information may be added using the **Profile** tab. Additional students may be added from the **Students** tab.



When adding a new student to the account, the user must have a district-provided Access ID and Access Password.



Click the **Add** button to add a student to the account.



Enter the required information to link the new student.