PowerSchool

School administrators can choose whether or not to use the portals. Use school settings to configure which services are available in PowerSchool Student and Parent Portals for each school in your system.

Use the Quick Lookup Preferences page to control how final grades and citizenship codes appear in the portals. To update the Quick Lookup Preferences page:

1. On the Start Page, click **School**
2. Click **Quick Lookup Preferences**
3. The store codes are based on what is entered on the Final Grade/Reporting Term Setup page; select the check boxes in each column to determine who will see the grades for that period of time
4. For

6. To assign IDs and passwords for students, check **Assign Student Usernames and passwords**
7. To assign usernames and passwords for parents, check **Assign Access IDs and passwords**
8. Select the length and type of ID from the menus
9. Select the length and type of password from the menus
10. To activate student accounts, check **Enable access accounts for processed students**
11. To activate parent accounts, click **Enable access accounts for processed parents**
12. Click **Submit**

To give an adult

Students enter the student username and student password provided by their school to sign in to PowerSchool Student and Parent Portals and PowerSchool Mobile. Students can see only their personal account information.

Before parents can sign in to PowerSchool, they must create a parent account. Parents can add multiple students from different schools within the district to their accounts. Each parent account is unique,

Click the School Bulletin icon to read today's announcements. Click the calendar at the bottom of the page to show past or future announcements.

During certain times of the year, use the Class Registration icon to request courses for the next school year. The option is not available all year, but the PowerSchool administrator often activates registration during the second semester. Click the pencil icon to select a course. Submit the form when you've selected all courses. To view requested courses, click **View Course Requests**.

Click the Balance icon to review lunch and fee transactions, as well as a student's current fee balances.

View a student's current schedule based on periods and school days, or choose a matrix view that includes a class list.

Use the School Information icon to view the school's address, phone number, fax number, and a map of the facilities.

Parents can click the Account Preferences icon to modify their name, email, username, and password information on the Profile tab. On the Students tab, parents can add students to their account.

PowerSchool Mobile is available to students and parents to download at no cost