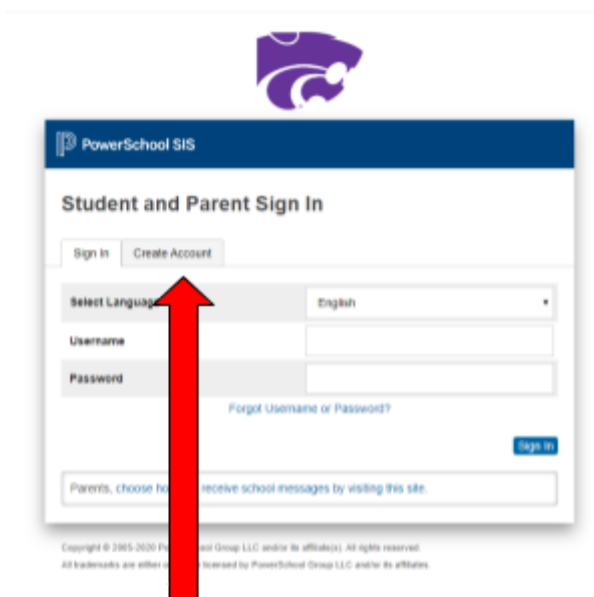


PowerSchool Parent Account Setup

The image shows the 'Student and Parent Sign In' page of the PowerSchool SIS. At the top is the PowerSchool logo. Below it, there are two tabs: 'Sign In' and 'Create Account'. A red arrow points to the 'Create Account' tab. Below the tabs are fields for 'Select Language' (set to English), 'Username', and 'Password'. There is a 'Forgot Username or Password?' link and a 'Sign In' button. At the bottom, there is a checkbox for 'Parents, choose how you want to receive school messages by visiting this site.' and a copyright notice for 2015-2020 PowerSchool Group LLC.

Click on the “Create Account” tab.

On the “Create Parent Account” screen, the upper part is the parent/guardian information. Give your name, email address, etc. The bottom portion of this screen is where you will type your child’s name, Access ID and Access Password. These are one-time use items that are only used for initial account setup to prove that you should have access to a particular student. After setting up your account and linking it to your student, you will use the username/password of your choice, set up in the top portion of the image at right.

Continue to the next line for multiple students. Note, this is NOT where you add another student if you already have a parent account. Skip to Page 2 of this document for directions if you already have a parent account and wish to add another student. Click Enter when you have completed entering the information for all of your students.

Welcome to the “Parent Single Sign-On”. If you already have an account and want to add another student, skip to the last page of this document. Parent Single Sign-On offers a number of benefits, including access to multiple students with one login, a personalized account for each parent or guardian, and the ability for parents to retrieve their own login information. This Quick Reference Guide is designed to assist you through the process of setting up your personalized account.

Let’s get started!! Go to the [Three Rivers Community Schools’ PowerSchool login page](#).

Create Parent Account

Parent Account Details

| | |
|--|--------------------------|
| First Name | <input type="text"/> |
| Last Name | <input type="text"/> |
| Email | <input type="text"/> |
| Desired Username | <input type="text"/> |
| Password | <input type="password"/> |
| Re-enter Password | <input type="password"/> |
| Password must: -Be at least 8 characters long | |

Link Students to Account

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

| | |
|-----------------|---|
| 1 | <input type="text"/> |
| Student Name | <input type="text"/> |
| Access ID | <input type="text"/> |
| Access Password | <input type="password"/> |
| Relationship | <input type="text" value="-- Choose --"/> |
| 2 | <input type="text"/> |
| Student Name | <input type="text"/> |

If at any time you forget your information, you can click the “Forgot Username or Password?” link.

Adding a Student

If you have an account and want to add another student, follow these directions:

1. Log into your current account.
2. Click on Account Preferences in the menu to the left.
3. Click the tab Students
4. Click the Add button
5. Follow the same process as above for entering Student Name, Access ID, etc.

The screenshot shows a web application interface for managing student accounts. On the left is a 'Navigation' sidebar with various menu items. The main content area is titled 'Account Preferences - Students' and contains a 'Profile' tab and a 'Students' tab. A red arrow points from the 'Account Preferences' menu item in the sidebar to the 'Students' tab. Another red arrow points from the 'Add' button in the 'My Students' section to the 'Add' button in the 'Students' tab. The 'My Students' section contains a list of students, with the first two entries redacted with black boxes.

Navigation

- Grades and Attendance
- Missing Assignments
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Forms
- School Bulletin
- Class Registration
- Balance
- My Schedule
- School Information
- Account Preferences

Account Preferences - Students

Profile Students

My Students

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

1. [Redacted]
2. [Redacted]