

## Access Accounts 📌 \$

Jeffrey, Joseph Matthew 12 60548 STID 4070076393 DOB 11/24/2000 Gender M SCHS

✓ Changes Saved

**Student Access Account**

Enable Student Access

Student Username

Student Password

Student LDAP Enabled

Auto-assign IDs and Passwords for this student

**Access Keys**

Enable Parent Access

Access ID

Access Password

[Add New Contact](#)

**Parent Access Accounts**

Melissa Jeffrey

From the Access Account Screen you will access the following information:

1. Student username/password (Student Access Account)
2. Parent Access ID/password (Access Keys) – this is what a parent uses to create a portal account. This links the student to the parent.
3. Parent Access Accounts: If a parent has set up a portal account the name of the parent will show up here.

Setting a student up to get into the student portal.

- Make sure the enable student access button is checked.
- If you need to give the student their login information you will give them the username and input a new temporary password: !!Password1\* -click submit.
- If the screen is blank you can click auto-assign IDs and Passwords for this student. You will not be able to see the password, so you will still need to enter a temporary password and click submit.
- If the auto-assign button doesn't work for the student information, just type in their student number with 3 random numbers following it. Put in a temporary password and click submit.

To reset a parent Password

- If the parents name is listed under the Parent Access Account area you will click their name, the new screen that opens up will be the contact screen below. You will scroll down to the web account access area. Click Edit account located on the far right.



## Contact Details

Demographics

Prefix	First Name	Middle Name	Last Name	Suffix
<input type="text"/>	<input type="text" value="Melissa"/>	<input type="text"/>	<input type="text" value="Jeffrey"/>	<input type="text"/>

Gender

Employer

Active

Web Account Access

Account Enabled	Username	Account Email
<input checked="" type="checkbox"/>	mrsjeff79	mdjeffrey79@yahoo.com

[Edit Account](#)

This will open up this screen. You can type in a new temporary password in this area. I use !!Password1\* This meets the password requirements of 8 characters, 1 capital letter, 1 lowercase letter, 1 number and 1 special character. Click submit

### Edit Web Account Access

Account Enabled	<input checked="" type="checkbox"/>
Username	<input type="text" value="mrsjeff79"/>
New Password	<input type="text"/>
Confirm Password	<input type="text"/>
Account Email	<input type="text" value="mdjeffrey79@yahoo.com"/>

Under Contacts from the Information Menu you will see all contacts listed. This is another way to access the web access account. See the one with the "Data Access" check mark. This is the contact related to the Parent Portal account. You can click on the Name in blue that has the

check mark and it will take you to the contacts screen to allow you to access the web access area of the portal to change the parent password.

## Contacts 📞

Jeffrey, Joseph Matthew 12 60548 STID 4070076393 DOB 11/24/2000 Gender M SCHS

Show All (+0) **Add**

Order	Name / Email	Relationship	Phone Type	Phone	Address	Custody	Lives With	School Pickup	Emerg. Contact	Original Contact Type	Start Date	End Date	Data Access	Actions
	Melissa Jeffrey <mdjeffrey79@yahoo.com>	Mother	Work	719-574-4646	4285 Vicksburg Ter Colorado Springs, CO 80917	✓	✓		✓	Mother	1/2/2015			
	Craig Jeffrey <cmjeffrey04@comcast.net>	Father	Mobile	719-822-6814	4285 Vicksburg Ter Colorado Springs, CO 80917	✓	✓		✓	Father	1/2/2015			
	John Clemente <john@clementehomes.com>	Grandfather	Mobile	719-331-7816							8/3/2015			
	Leslie Clemente <leslieclemente@earthlink.net>	Grandmother	Mobile	719-238-0529							8/3/2015			
	Nicholas Clemente <nick@clementehomes.com>	Other	Mobile	719-308-8179					✓		8/3/2015			
	No Name:1243480 <mdjeffrey79@yahoo.com>									Guardian				
	Melissa Jeffrey												✓	

When you help a parent set up a New Parent Portal Account I always send this little bit of information to help them through the process: (Parent Guide is at the end of this document)

Here is a parent guide on how to create a portal account. Here are some added tips that have helped other parents get into the system: After you click the create tab from the login link shown in the attached guide, you will put in your information, one other thing is to make sure you meet the password criteria, 8 characters long 1 capital letter, 1 lowercase letter, 1 number, and 1 special character. When you get to the student section make sure you enter the relationship, it should be mother, father, other (not son, daughter). If you haven't tried some of these give it a try and let me know if it works. If it doesn't work email be back with your students name along with the username you are trying to use so I can see if I can recreate the error message.

This information should be entered under the student section (case sensitive)

Student Name: John Doe

Access ID: Doe548

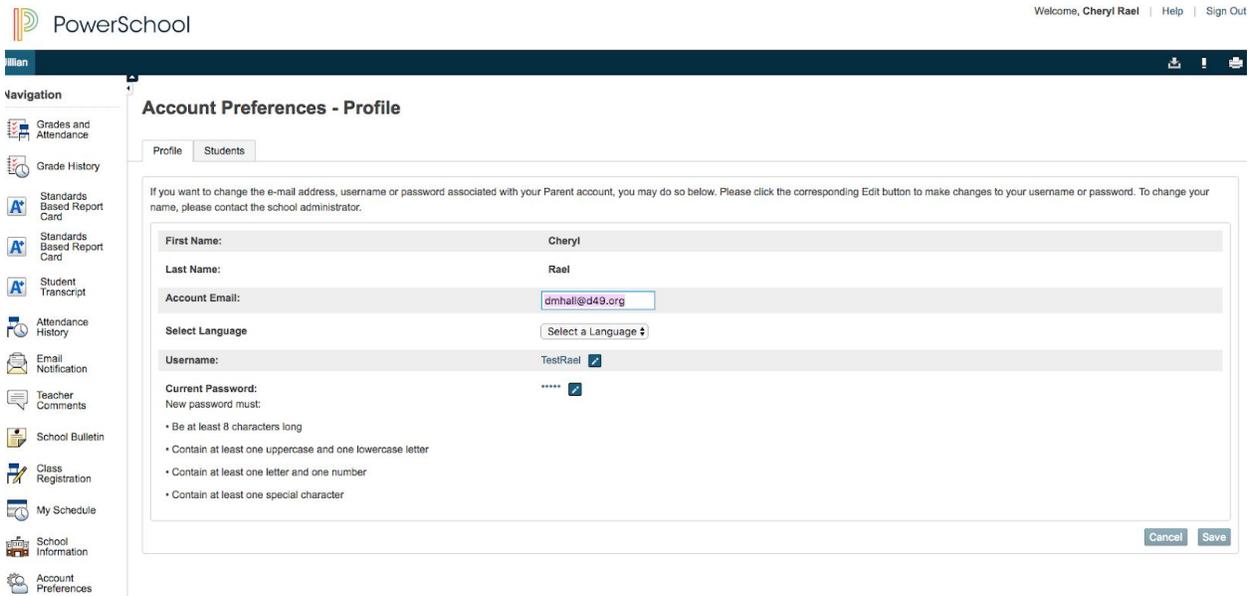
Password: 1124200

Relationship: Mother, Father, other, not son daughter

You will get the Access ID/Password from the Access Keys area, make sure the Enable Parent Access button is checked. If this area is blank you can fill it in with the last name along with the first or last 3 digits from the student id. Password for the Access keys is the student birthdate. If you have a month and date with a 0 in the front of it leave the 0 off. Example D/O/B 03/05/2002 - Access Keys password would be 352002

## Parent Portal View from a Parents account:

This is how you instruct a parent to change their username/password. They go to Account Preferences, located at the bottom left corner of the menu bar. This is also how they add a student to their portal account if they had forgotten to do it the first time or they have a student start after the portal was created. They would click Student tab (see next screen)



The screenshot shows the PowerSchool interface for a parent's account. The top navigation bar includes the PowerSchool logo, the user name "Jillian", and links for "Welcome, Cheryl Rael", "Help", and "Sign Out". The left sidebar contains a "Navigation" menu with various options, and a blue arrow points to "Account Preferences". The main content area is titled "Account Preferences - Profile" and has two tabs: "Profile" (selected) and "Students". Below the tabs is a form for editing profile information. A blue arrow points to the "Account Preferences" menu item in the sidebar.

**Account Preferences - Profile**

Profile | Students

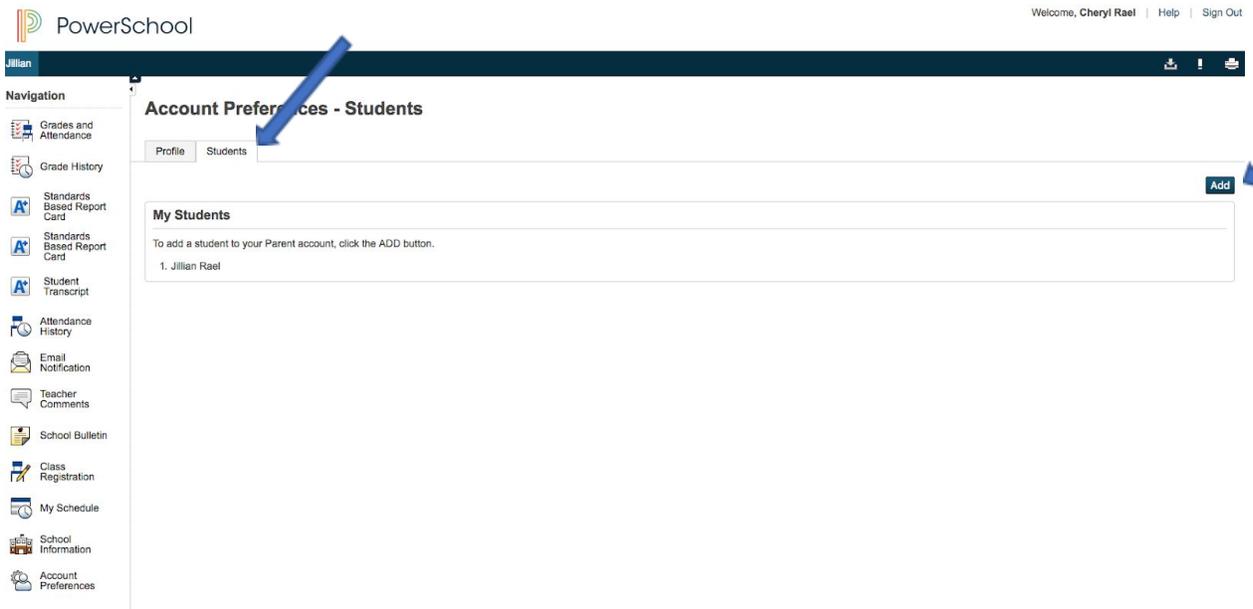
If you want to change the e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username or password. To change your name, please contact the school administrator.

First Name:	Cheryl
Last Name:	Rael
Account Email:	dmhall@d49.org
Select Language:	Select a Language ▾
Username:	TestRael <input checked="" type="checkbox"/>
Current Password:	***** <input type="checkbox"/>

New password must:

- Be at least 8 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character

Cancel Save



The screenshot shows the PowerSchool interface for a parent's account, specifically the "Account Preferences - Students" page. The top navigation bar is the same as in the previous screenshot. The left sidebar contains the "Navigation" menu, and a blue arrow points to "Account Preferences". The main content area is titled "Account Preferences - Students" and has two tabs: "Profile" and "Students" (selected). Below the tabs is a section titled "My Students" with a list of students. A blue arrow points to the "Add" button in the top right corner of the "My Students" section.

**Account Preferences - Students**

Profile | Students

**My Students**

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

- Jillian Rael

Add

To add the new student you would need to provide them with the Access ID/password from the Access Keys area for that student.

Information for the App:

