

PowerSchool SIS: Student and Parent Portals

PowerSchool SIS Student and Parent Portals provide real-time grade, attendance, and school information to students and parents. Students can stay on top of assignments and parents can stay informed. Learn how to set up the portals, activate settings, create a parent single sign-on account, and associate students with a parent's account.

Group Security Permissions

All staff members working with student information in PowerSchool SIS Student and Parent Portals and in PowerSchool Mobile must have permission to view a student's Access Accounts page.

To add the Access Accounts page to a security group:

1. From the Start Page main menu, click **System**
2. In the Security section, click **Groups**
3. On the Groups page, click a group name
4. Scroll to the Accessible Student Screens section and check **Access Accounts**
5. At the bottom of the page, click **Submit**

Email Setup

Complete the Email Setup page to send system-generated emails. You must set up an account that matches the email address that you enter for the "Reply-To" address on your district's email server.

To complete the Email Setup page:

1. On the District Start Page, under Setup, click **System**
2. On the System Administrator page, under Server, click **System Settings**

3. On the System Settings page, click **Email**
4. From the "Enable Email Notifications" menu, choose **Yes**
5. From the "Enable Emailing of Guardian Reports" menu, choose **Yes**
6. In the POP/SMTP Server field, enter your PowerSchool SIS mail server address
7. For the "Email Address of PowerSchool Technical Administrator" field, enter your email address
8. In the "Email From Host For Mail Generated By PowerSchool" field, enter the domain name after the "@" in your email address
9. In the "Reply-To email address for Electronic Progress Reports Sent to Parents" field, enter the auto-reply email address
10. In the field "Reply-To Email for Parent Account Management," enter the auto-reply email address
11. In the last field, enter the email address you want administrators and teachers to reply to when they receive system-generated emails
12. To save your changes, click **Submit**

Mobile Registration

Registering your PowerSchool SIS server with PowerSource makes it possible for users to configure a mobile app that works with your PowerSchool SIS server. The four-character code provides staff, students, and parents access to the server and port information so that they don't have to remember the service addresses and port numbers when signing in. For security purposes, users are required to enter their account usernames and passwords to access and use the mobile app services.

To enable PowerSchool SIS mobile web pages:

1. On the District Start Page, under Setup, click **District**
2. In the Plugins section, click **Mobile Registration**

The Mobile District Code option displays a four-character

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code if the PowerSchool SIS server is registered with the PowerSource mobile registration server. If the PowerSchool SIS server has not been registered, dashes appear.

3. Enter your district postal code information

The Mobile Registration page contains information about your server based on what is entered on the Global Server Settings page.

4. Click **Submit**

Once you have completed the setup and you have registered the server with PowerSource, the district mobile code will appear. Students and parents will be able to locate the district code in PowerSchool Mobile and at the bottom of the navigation menu in PowerSchool SIS Student and Parent Portals.

Modifying Portal and Mobile Display Options

Determine what students and contacts with web access accounts see when they sign in to PowerSchool SIS Student and Parent Portals and PowerSchool Mobile.

District Miscellaneous Settings

Select options at the District Office so that they apply to all schools.

At the district level, use the Miscellaneous page to decide whether or not the portals and PowerSchool Mobile are available to students and parents.

To modify portal display icons, enable mobile web pages and activate or disable the portals:

1. On the District Start Page, under Setup, click **District**

2. On the District Setup page, scroll to the District Information section and click **Miscellaneous**
3. To prevent the Balance icon from appearing, check **Do not show the lunch balance on parent/student pages**, or uncheck the same box to make the Balance icon appear
4. To permit public access to the daily bulletin, check **Allow public access to school bulletin**, or uncheck the same box to disable access
5. For students, parents, and staff to have access to mobile web pages, check **Enable Mobile Web Pages**
6. Activate the public portal and mobile services by unchecking **Disable Student and Parent Portals/Mobile Apps**, or disable access to the portals and mobile apps by selecting the same check box

When disabling the portals and mobile apps, add a message for students and parents so they know why the portals and mobile apps are not available.

7. Click **Submit** to save your changes

School Settings

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

Quick Lookup Preferences

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 school Start Page, click **School**
2. Under General, click **Quick Lookup Preferences**

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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 the Source of Data, open the menu and choose Gradebook (Current), or Historical (Stored) grades
5. Decide whether or not to check "Count Multi-Period Meeting attendance once per day"
6. To display citizenship grades, check **Show Citizenship Grade**
7. To save your changes, click **Submit**

Configure Mobile Services

Determine what students and parents see when they use a mobile device to sign in to PowerSchool SIS. Each school in the district has its own mobile settings. Use the Parent/Student Access page to manage these settings.

To navigate to the Parent/Student Access page:

1. In the main menu, click **School**
2. Under the General section, click **Parent/Student Access**
3. Use the General tab to disable access to the public portal for this school
4. Enter a title that explains why the portal is not available
5. Enter a message in the text box, as needed
6. Click **Submit**
7. Use the Available Features tab to decide what information will be available to students and parents

Use this tab to enable assignments and scores, attendance data, current GPA data, email notification settings, fee transactions, final grades, meal transactions, standards data, and information about student activities.

8. Click **Submit**

Assigning Usernames and Passwords

Generate student usernames and passwords, as well as access information used by contacts to add students to their single sign-on account, individually on the Access Accounts page, or for multiple accounts using the Assign IDs & Passwords function.

To assign a username and password on the Access Accounts page:

1. On the Start Page, search for and select a student
2. From the student pages menu, click **Access Accounts**
3. In the Student Access Account section, check **Enable Student Access**
4. In the Access Keys section, check **Enable Parent Access**
5. Enter the student and/or parent usernames and passwords, or to create usernames and passwords automatically, click **Auto-assign IDs and Passwords for this student**
6. To save your changes, click **Submit**

To use the Assign IDs & Passwords function:

1. On the Start Page, search for and select a group of students
2. Click the Select Function arrow, then choose **ID/Password Assignment** from the group functions menu
3. On the Assign ID & Passwords page, select the students to update
4. To save existing IDs and passwords, check **Don't overwrite any existing IDs or passwords**
5. From the "In case of conflicts append" menu, choose a value to append to user IDs or passwords when there are duplicates
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

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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**

The screenshot shows a configuration interface for web account access. It includes several sections with radio buttons and checkboxes:

- Radio buttons for scope: "For ALL CURRENTLY ENROLLED STUDENTS (changes all IDs/passwords for all students)", "For the selected 180 students only" (selected), and "For Alfonso, Scott only".
- Checkbox: "Don't overwrite any existing IDs or passwords" (checked).
- Dropdown menu: "In case of conflicts append:" with "a 3 digit random number" selected.
- Checkboxes: "Assign Student Usernames and passwords" (checked) and "Assign Access IDs and passwords" (checked).
- Fields: "Each Username/Access ID" (3 characters long and is "A random number") and "Each password is" (3 characters long and is "A random number").
- Checkboxes: "Enable access accounts for processed students" (checked) and "Enable access accounts for processed parents" (checked).
- Checkbox: "Assign Lunch IDs" (unchecked).
- Field: "Each Lunch ID is" (5 digits long and is "a random number").

Add Web Access to a Contact Account

To give an adult access to his or her child's information, add web account access to his or her contact account.

To add web account access to a parent account:

1. On the Start Page, click the Contacts tab
2. Enter information about the adult in the search fields and click **Search**
3. Select the contacts name from the search results
4. In the Web Account Access section, click **Add Account**
5. Select the check box next to Account Enabled
6. Enter a username and password
7. Re-enter the password
8. Enter an email address in the Account Email field

9. Click **Submit**

Add Web Access to a Contact Account

In order for contacts associated with a student to access the parent portal, they must have web account access enabled on their contacts account.

Manage web account access right from the Contact Details page. You can lock or disable parent or guardian accounts, define or reset usernames and passwords, and enter account email addresses. Using the access keys found on the Access Accounts student page, parents and guardians create their own parent accounts in the PowerSchool SIS Parent Portal, but you use the Contact Details page to create and manage individual accounts.

To add web account access to a parent account:

1. On the Start Page, click the Contacts tab
2. Enter information about the adult in the search fields and click **Search**
3. Select the contacts name from the search results
4. In the Web Account Access section, click **Add Account**
5. Select the check box next to Account Enabled
6. Enter a username and password
7. Re-enter the password
8. Enter an email address in the Account Email field
9. Click **Submit**

Adding Students to a Contact Account

To link a student to a parent or guardian account, take the following steps:

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1. Click **Contact Search**
2. Enter information about the contact such as the first name, last name, or email address
3. Click **Search**
4. In the Search Results section, click the name of the contact
5. On the Contact Details page, scroll to the Students section and click **Add Students**
6. In the Add Students window, enter the student's last name
7. Click the search icon
8. In the Search Results section, select the check box next to each student to be associated to the adult's account
9. Select the adult's relationship to the student(s)
10. Click **Submit**
11. At the bottom of the Contact Details page, click **Submit**

2. Click the Create Account tab
3. Click **Create Account**
4. Enter first name, last name, and email address
5. Create a username and password
6. Enter the student's name, access ID, access password, and the parent's relationship to the student
7. Click **Enter**

Once the account is created, parents use their account information to sign in to either the portal or the app.

Navigate the Portals

Students and parents use the icons on the Navigation menu to view student and school information. The availability of the School Bulletin and Balance icons is based on the portal preferences settings set at the district level.

Grades and Attendance

Click the Grades and Attendance icon to keep track of final grades and attendance totals for the current term. This is the term defined on the Current Grade Display page. Click a final grade to view the Class Score Detail page. Click any assignment that appears as a blue link to view additional details. On the Grades and Attendance page, click **Show dropped classes also** to view any dropped classes. If your school uses standards grades, click the Standards Grades tab to view those grades. Click the numbers in either the Absences or Tardies columns to view the days that the student was absent or tardy.

Student and Parent Sign In

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

Before parents can sign in to PowerSchool SIS, 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, and usernames and passwords are not shared among parents.

Parents create an account by following these steps:

1. Use the same web address as students to get to the "Student and Parent Sign In" page

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Grade History

Click the Grade History icon to view the student's courses listed by term, including the grade, score, citizenship grade, and credit hours. Click a grade percentage to access the Class Score Detail page. If available, click **View Graduation Progress** to see the student's progress in completing graduation requirements. The View Graduation Progress link appears only if the Graduation Planner Setup settings have been set up at the district office, assigned to students, and made visible in the portal at the school level.

Attendance History

Click the Attendance History icon to view an attendance grid for the current term. The grid is divided by course name and week. Absences, tardies, and other codes are explained in the legend at the bottom of the page.

Email Notification

A parent can click the Email Notification icon to modify what information she receives via email from PowerSchool SIS, and how frequently the emails will be sent. Enter additional email addresses in the Additional Email Addresses field. Separate additional addresses with commas.

Teacher Comments

Click the Teacher Comments icon to view general comments regarding the student. Comments are listed to the right of the teacher's name. To send an email to a teacher, click the teacher's name.

School Bulletin

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.

Class Registration

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 SIS 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**.

Balance

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

My Schedule

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

School Information

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

Account Preferences

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.

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PowerSchool Mobile

PowerSchool Mobile is available to students and parents to download at no cost. Just like PowerSchool SIS Student and Parent Portals, one app provides access for both students and parents.

After installing the PowerSchool Mobile app, students and parents take the following steps:

1. Enter the four-digit district code and the same username and password they use for PowerSchool SIS Student and Parent Portals
2. Tap **Sign In**

Once signed in to PowerSchool Mobile, select options from the menu to view information about grades, assignments, attendance, and more.