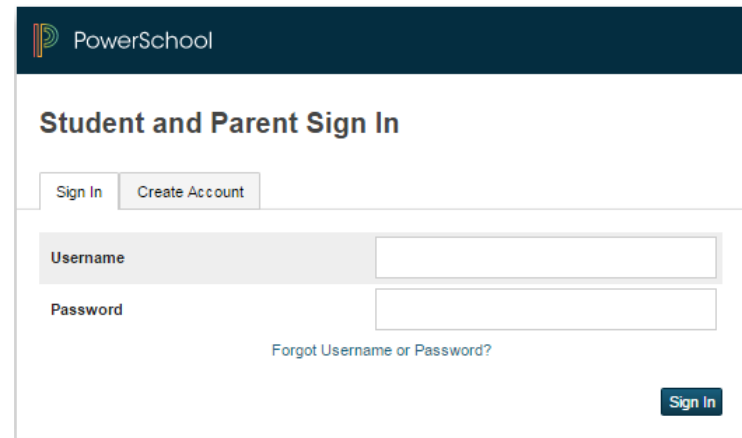## What is PowerSchool Parent Portal

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades, and detailed assignment descriptions. Parents create and maintain their account using the appropriate access credentials. Once parents have created their account, they will be able to manage their account information, link any and all students to their account (for whom they have parental or legal rights) and set email and notifications preferences for each student linked to their account. If account sign-in information has been forgotten, it can be retrieved by using the auto-recovery feature on the sign-in page.

How to Create an Account on the Parent Portal

Use this procedure to create a new parent account. In order to create an account, you must have the Access ID and Password for at least one student enrolled in school, and you will need the Access ID and password for each student you want to associate to your parent account. The Access ID and password for your child(ren) will be emailed to you by the school.

To create an account:

1. Open your web browser to the PowerSchool URL:
   https://archmil.powerschool.com/public/home.html

2. The Parent Sign-in page appears.

3. Click on Create Account.

4. Enter parent's first/last name and email. You will choose your own username and password. Passwords requirements are listed on the form. You may be prompted to select a different username if the one you choose has already been used.
   a. Enter the student's first name, Access ID and Access Password and your relationship to him/her for each of your students.
   b. Repeat the above step to add additional students to your account.
   c. Your PowerSchool access key for <studentname> is <accesskey>
   d. Your PowerSchool access password for <studentname> is <accesspassword>
   e. Click Enter.
   f. If successful, you will be directed to the Parent Sign-In screen. If you receive an error message, you will need to make any corrections it suggests and fill in the passwords again.

PowerSchool Parent Portal Start Page

When you sign into PowerSchool Parent Portal, the start page appears. This page serves as the central point from which you begin your PowerSchool Parent Portal Session. The start page consists of the following main areas:
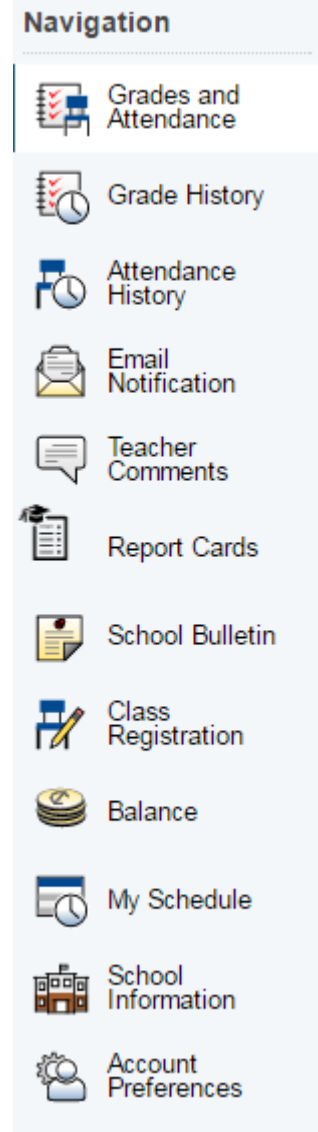
1. Header: The header appears at the top of the PowerSchool Parent Portal. The header contains the following information:

   PowerSchool   Welcome, Ethan J Werkowski | Help | Sign Out

   a. PowerSchool Logo: Click to return to the start page from anywhere within the application.

   b. Welcome: The first and last name of the person signed in. Your name should appear. If it does not, contact the school. In an effort to ensure that your account is secure and your information protected, the date and time of the last time you signed in appears when you hover over your name.

   c. Help: Click to access the PowerSchool Parent Portal online help.

   d. Sign Out: Click to sign out of PowerSchool Parent Portal.

2. Navigational Toolbar: The navigation toolbar appears at the top of the start page, and is common to every page in the application. The navigation toolbar includes the following:

   a. Student tabs: The first names of the students associated to your parent account appear in alphabetical order. Click the name of the student for whom you want to view information.

   b. Notification Icon: Displays the date and time of your last system login.

   c. Printer Icon: Click to print a printer-friendly version of the page you are viewing.

3. Navigational Menu: The navigation menu serves as the central point from which to navigate the pages of the PowerSchool Parent Portal. The navigation menu includes the following links:

Navigation

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

a. Grades and Attendance: Click to view student grades and attendance for current term.

b. Grades History: Click to view student grades for the previous term.

c. Attendance History: Click to view attendance history for the current term.

d. Email Notification: Click to set the e-mail notifications you can receive on a regular basis.

e. Teacher Comments: No comments will be shown here, and will be shown within the course information instead.

f. School Bulletin: St. Mary School is not using this feature; therefore, no information will be shown here.

g. Class Registration: Used for high schools only; therefore, no information will be shown here.

h. Balance: Click to see the student's Lunch After School Care (ASC) activity and current balance.

i. My Schedule: View your child(ren)'s schedule. This is most valuable for middle school students, as they are on a bell schedule.

j. School Information: Click to see the school's contact information.

Account Preferences: Click to manage your PowerSchool Parent Portal account preferences.

PowerSchool Parent Portal
Quick Reference Card

How to add Children to Parent Account

Once the account is created, a parent or guardian may still add students to the account.

1. In the Navigation menu, click Account Preferences.

2. To add or edit students, click the Students tab.

3. To add a child, click Add.

4. In the Add Student window, enter the student name, access ID, and access password.

5. Open the Relationship menu and select the correct relationship.

6. Click Submit.

How to modify information sent to a Parent or Guardian

Once the account is created, a parent or guardian may modify the notifications that they receive.

1. In the Navigation menu, click Email Notification.

2. Select the desired information to be included in the email report.

3. Open the "How often?" menu and select the frequency of report delivery.

4. To send the report to other email addresses, enter the addresses in the Additional Email Addresses field (separate additional addresses with a comma).

5. If the changes are for all students on the account, check "Apply these settings to all your students."

6. To send a report immediately for the selected student, click "Send now for {student name}.

7. To save the email preferences, click Submit.

How to View Current and Historical Grades and Attendance

To view a student's current grade and attendance information:

1. In the Navigation menu, click Grades and Attendance.

2. To view additional information about a term grade, click on the grade to see the Assignments associated with that grade.

3. Click the Standards tab to view the standards grades.

4. Click the numbers in either the Absences or Tardies columns to see when the student was absent and/or tardy. Note that the Attendance Code Legend appears on the bottom of the screen. In addition, Year-to-date (YTD) Absences and Tardies can also be viewed at the bottom of the screen.

To view a student's historical grade information:

1. In the Navigation menu, click Grade History.

2. On the Grade History page, courses are listed by term showing the student's final grades.

To view a student's historical attendance information:

1. In the Navigation menu, click Attendance History.

2. Course names are listed in the first column, and the weekly dates are listed in the subsequent column headings. Attendance codes are defined in the Legend at the bottom of the page.

How to create balance alert for lunch account

Parents should change their email notifications in order to obtain an email when their lunch balance goes below a specified amount. In order to create a balance alert:

1. In the Navigation menu, click Email Notification.

2. Click on Balance Alert.