# PowerSchool Parent Portal Access Account Setup Instructions

(Parent accounts must be setup using this guide prior to entering the parent letter Access ID and Access Password received from the school)

PowerSchool allows parents to create a single sign on account where they can add and then view all their student's information in their single login account (even if the students attend different schools). When a parent's single sign on account is created, an access code and password for each student must be entered. These codes will be provided to you from each school where you have a child enrolled.

Please follow the instructions below carefully to create and link your students to your account. Access the Parent Portal at: **http://trussvillecs.powerschool.com/public.** This link is also published on the District website.

1. Select the Create Account tab. Parent accounts should only be setup by legal parents or student custodians.
2. Click on the "Create Account" button and you will directed to the account setup page.

PowerSchool SIS
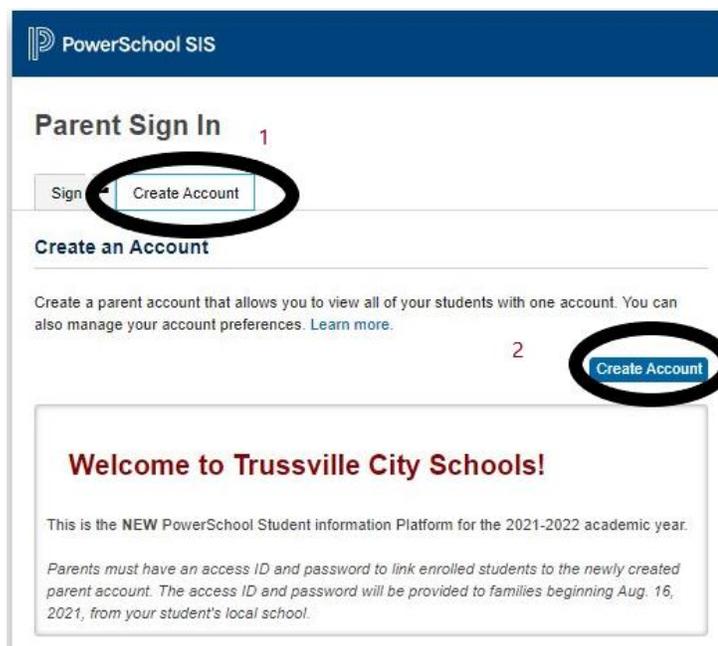
Create Parent Account

Parent Account Details   3

First Name

Last Name

Email

Re-enter Email

Desired Username

Password

Re-enter Password

| 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 |

Link Students to Account

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

1   4

Student Name

Access ID

Access Password

Relationship   -- Choose

3. The account setup page will allow the parent to create their single sign on account. To create the account please enter the following information:

Legal Parent/Custodian First Name:
Legal Parent/Custodian Last Name:
Parent Email Address: The email address must be unique. If Parents share the same email address, only setup one parent access account and share the login. If parents have different email addresses, both parents can setup individual parent access accounts.
Desired User Name: Enter your choice, no apostrophe's or email addresses. The desired user name must be in lower case letters.
Password: Enter your choice, must be at least 6 characters and all lowercase.
Re-Enter Password: Re-enter the same password to verify.

3. This section allows parents to link a student to the parent sign on account.
Enter Student Name:
Enter the Access ID:
Enter the Access Password: Please note: the access ID and access password must be entered exactly as it appears on the form provided by the school.
Choose your relationship to the student (E.g.: Mother, Father)
Click Enter/Submit

Logging into the new PowerSchool parent single sign on account you just created.

Click the sign on tab:
Enter the Desired Username created during setup.
Enter the Password Created during setup.

Adding Additional Students after the Parent Account has been created.

Parents will need the Access ID and Access Password for any additional students they desire to add to the single parent sign on account. If you did not receive an access letter for one of your children, please call the school office.

If you have the Access credentials for your other children, sign into your parent account.

On the start page, click on **Account Preferences link** from the navigation menu on the left side of the page.

Click the **Students** tab.

On the Students tab, click on the **ADD +** icon to add another student to your parent account.

Enter the Student Name
Enter the Access ID
Enter the Access Password
Choose the your relationship to the student
Submit