

HOW TO CREATE A POWERSCHOOL PARENT ACCOUNT

- Go to the FCS website: www.franklinschools.org
- Click on the PowerSchool icon. (Under the School tab for the students school location)

The image shows the PowerSchool sign-in interface. At the top, there is a blue header with the 'PowerSchool' logo. Below the header, there are two tabs: 'Sign In' and 'Create Account'. A red arrow points from the 'Create Account' tab to the right. Below the tabs, the heading 'Student and Parent Sign In' is displayed. There are two input fields: 'Username' and 'Password'. Below the password field, there is a link that says 'Having trouble signing in?'. At the bottom right of the form, there is a blue 'Sign In' button.

**** At the PowerSchool sign in screen, click on the Create Account tab.**

The image shows the PowerSchool 'Create an Account' screen. At the top, there is a blue header with the 'PowerSchool' logo. Below the header, there are two tabs: 'Sign In' and 'Create Account'. Below the tabs, the heading 'Create an Account' is displayed. There is a text box containing the following text: 'Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)'. At the bottom right of the text box, there is a blue 'Create Account' button. A red arrow points from the button to the right.

****Click on the Create Account button to continue.**

PowerSchool SIS

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Re-enter Email

Desired Username

Password

Re-enter Password

Password must: *Be at least 8 characters long *Not be a well known password

Fill in the top section with **your** personal information. You will create the username and password that you'll use to log into your parent account. Username and password are case sensitive; you will want to remember exactly how you type in that portion of the top section.

- In the lower portion of the screen you will link your student to your account. You want to type the child's first and last name in the **Student Name** cell.

Link Students to Account

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

1

Student Name

Access ID

Access Password

2

Student Name

Access ID

Access Password

- Enter the Access ID and Access Password for your child. Access ID's and Access Password's can be acquired by contacting your child's school. Access ID and Access Password information is case sensitive so you will need to enter them exactly as given to you. If you have more than one student to set up on this account, you will have an Access ID and Access Password for each child. Do this for each child. Once you have filled in your entire student's information, click on

Enter

PowerSchool

Sign In Create Account

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

Student and Parent Sign In

Username

Password

Having trouble signing in?

Sign In

**** You will be taken back to the log in screen with the message, "Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account". Type in the Username and Password you created for yourself.**

PowerSchool

MacKenzie Seth

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Calendars
- School Information
- Account Preferences

Grades and Attendance

Exp	Last Week						
	M	T	W	H	F	S	S
1(A)							
2(A)							
3(A)							
4(A)							
5(A)							
6(A)							

**** If needed, you can make changes to your username, password, and email in the Account Preferences area.**

- Click on the pencil beside your user name or password to make adjustments if needed.

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You can also set up your account for email notifications. **We strongly request you only ask for the top selection, which is "Summary of current grades and attendance"** due to the volume of emails being sent to all FCS parents who request them.

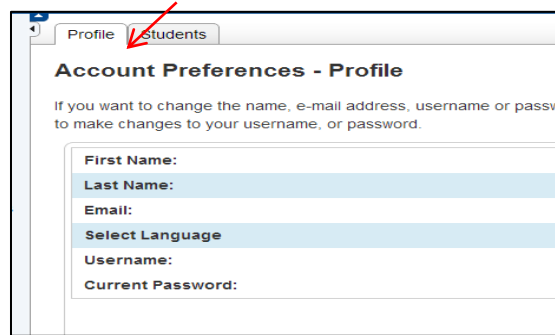
What information would you like to receive?

- Summary of current grades and attendance
- Detail report showing assignment scores for each class.
- Detail report of attendance.
- School announcements
- Balance Alert (Note: will only be sent when student is low on funds).

How often? Weekly

ADDING A STUDENT TO AN EXISTING ACCOUNT

- Sign in with the username and password you previously created. Go to the Account Preferences screen as you would if you were making an adjustment to your username or password. Click on the Student tab.

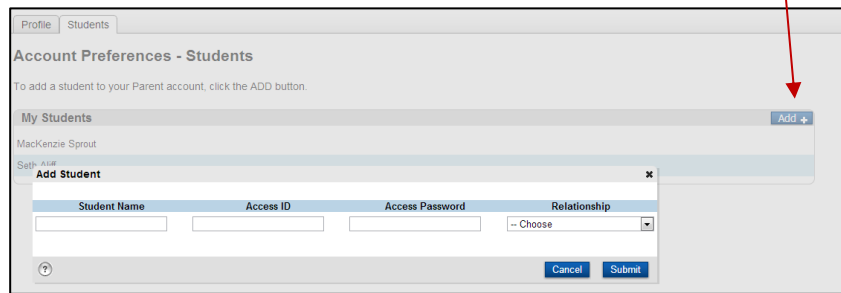


Account Preferences - Profile

If you want to change the name, e-mail address, username or password to make changes to your username, or password.

First Name:
Last Name:
Email:
Select Language
Username:
Current Password:

Click on the Add Button



Account Preferences - Students

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

My Students Add +

Mackenzie Sprout

Seth AKA

Add Student

Student Name	Access ID	Access Password	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose

Cancel Submit

It will display an area for you to type in the student's name and the Access ID and Access Password. Click the Submit button when ready. Your student is now added to your existing account.

You can change students by clicking on the child's name on any screen.

