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)

** At the PowerSchool sign in screen, click on the Create Account <u>tab</u>.

**Click on the Create Account button to continue.

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 <u>exactly</u> 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 <u>child's</u> first and last name in the Student Name cell.

- 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. <u>Access ID and Access Password information is case sensitive so you will need to enter them exactly as given to you.</u> 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

** 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.

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.
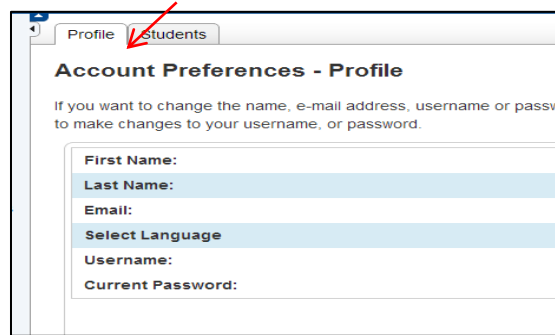
ADDING A STUDENT TO AN EXISTING ACCOUNT

- 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.
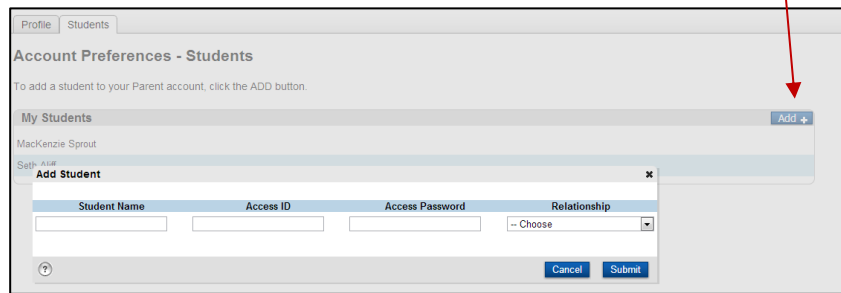

Click on the Add Button

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.