

September 4, 2014

Instructions for Parents to Create Account on PowerSchool

To the Parent/Guardian of: **STUDENT NAME**

PowerSchool includes access to student grades and attendance through a Parent Portal and has the capability of having more than one student's information visible under your parent login and more than one parent account for each student. Please keep your passwords confidential.

The website location is: **<http://cdow.psisjs.com/public>**

Your Access ID is: **ACCESS ID**

Your Access Password is: **ACCESS PASSWORD**

Instructions for logging into Parent Portal (even if you have used Parent Portal in the past).

1. Open your Web browser to the PowerSchool Parent Portal URL at **<http://cdow.psisjs.com/public>**
The Log In page appears.
2. If you are new to the Parent Portal, Click Create Account. The Create Parent/Guardian Account page appears. Skip to Step 4.
3. If you have used Parent Portal in the past, enter your username and password. If you forget your username, click on **Having trouble logging in?** and you will be directed to a username and password recovery page.
4. Enter your first and last name
5. Enter your email address
6. Enter your desired user name. It must be unique. If the name you choose already exists, you will be prompted to enter a different one after you press the enter button.
7. Enter your desired password - it must be at least 6 characters long.
8. Re-enter your password
9. Enter your student's first and last name
10. Enter the **Access ID** listed above
11. Enter the **Access Password** listed above
12. Enter your relationship to the student
13. If you have a Parent ID and Password for another student, you may enter them on the next line.
14. When all student information has been completed, press the enter button.
15. If successful, you will be directed to the login screen. If you receive an error message (forgot to fill in a field, your user name or email address are not unique, etc.), you must correct the error(s) **AND** re-enter the parent password(s) for all students listed. You may then press the enter button again. Continue correcting errors until you see the login screen after pressing the enter button.
16. If you desire more than one parent/guardian account for your student, please provide the Parent ID and Parent Password to anyone that you authorize to access your student's information (parents, guardians, relatives, siblings, etc.)

Once you log into the PowerSchool website, you may sign up for alerts to be emailed directly to you. These alerts will be triggered by attendance/grades based upon the selections you make using the Email Notification link. You may change your alert status at any time. You may also change your email address or password by clicking on Account Settings.