

PowerSchool Parent Portal Instructions

PowerSchool Parent Portal gives parents access to real-time information including attendance, grades and detailed assignment descriptions, teacher comments, school bulletins, and also the ability to review and submit changes to your recorded address and phone number information.

Follow these steps to get started:

Step 1—Collect your child’s Access ID and Password from your child’s school. If you have not received it at registration or via a letter, call your school office to determine how to obtain it. If you have more than one child, collect one for each student.

The screenshot shows the PowerSchool Parent Portal interface. At the top is the PowerSchool logo. Below it are two main sections: "Login" and "Create an Account". The "Login" section has fields for "User Name" and "Password", a "Submit" button, and a link for "Having trouble logging in?". The "Create an Account" section has a "Create Account" button and a paragraph of text explaining the account creation process, with a "Learn more" link.

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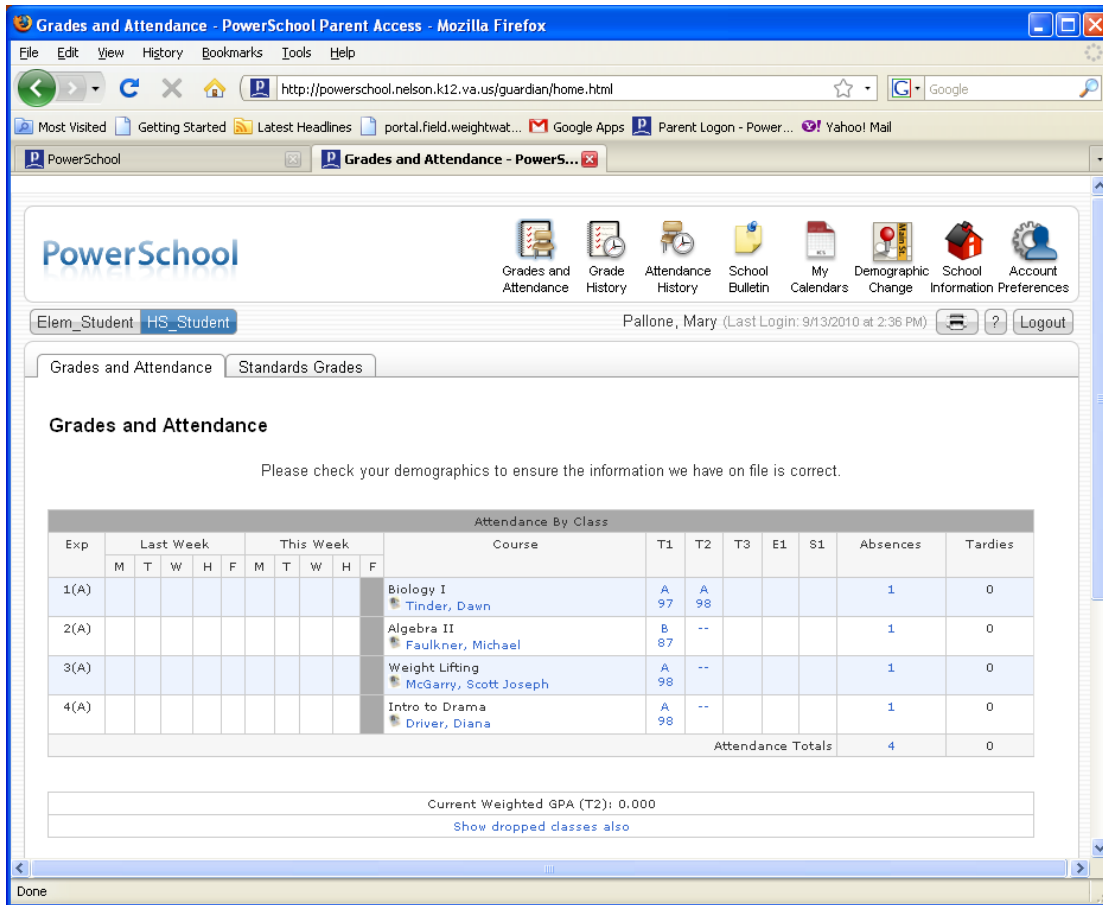
Step 2—Open a web browser (such as Internet Explorer, Firefox or Safari), and type in the address of the Parent Portal: <http://powerschool.nelson.k12.va.us/public/home.html>. You may also go to the Nelson County Public School’s website at <http://www.nelson.k12.va.us> and click on the Parent Portal link located there. You will see a screen that looks like this.

Click on “Create Account”. The next screen will look like the one below.

The screenshot shows a Mozilla Firefox browser window displaying the PowerSchool Parent Portal account creation page. The page title is "PowerSchool: Parent Logon". The main heading is "Create Parent/Guardian Account". Below this are several input fields: "First Name" (with placeholder "Your First Name"), "Last Name" (with placeholder "Your Last Name"), "Email" (with placeholder "email@email.xxx"), "Desired User Name" (with placeholder "YName"), "Password" (with a strength indicator showing "Better"), and "Re-enter Password". Below these fields is a section titled "Link Students to Account" with the instruction "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account". This section contains a table with 7 rows and 4 columns: "Student Name", "Access ID", "Access Password", and "Relationship". The first row is pre-filled with "LastFirst", "xxxxxx", "xxxxxx", and "Mother, natural/adoptive". The other rows have empty fields for "Student Name", "Access ID", and "Access Password", and a dropdown menu for "Relationship" with "Choose" selected. An "enter" button is at the bottom right of the table.

Type your Name, Email address, and your desired user name and password. In the “Link Students to Account” area, type in your child (children)’s name(s), Access ID and Password as provided. Choose a relationship, and click enter. You will now be prompted to log back in to the Portal.

Step 3—Log in. When you log in, you will see a screen that looks similar to this:










The top box contains navigation buttons that allow you to see various parts of your child’s record. If you click on one of them, your screen will jump to that view. **To return to this view, click on the word “PowerSchool”.**

The small boxes under the top box show the first name of your child or children (up to seven per parent). In the above example, the highlighted “HS_Student” and the “Elem_Student” are fictitious student first names. The “HS_Student” record is the active one; and the “Grades and Attendance” is for **their** record.

The “Grades and Attendance” screen is the default view and provides easy access to recent grades as well as classroom attendance. The “current” grade is listed under the appropriate reporting period (T1-6 represent first through sixth six weeks; S1 is the Semester Grade, and Y1 is a Year Grade). You can click on the teacher name to open your email program and send an email to the teacher; or right click on the name to copy the email ID so that you can paste it into your web-based email account. Clicking on the blue grade link will bring up a detail page for all assignments in that class for that grading period. A blue colored grade on the assignment page indicates the teacher left a comment for that assignment. Click on the grade to view it. Note: The “Standards” tab is not currently utilized.

Navigation buttons and their functions are summarized below:

 Grade History	Grade History: This page displays the term grades for this year and all prior years for which NCPS has records. Review this year's grades or click on a prior year tab. If assignment history is available, you may view it just as you did for the current grades.
 Attendance History	Attendance History: The page displays attendance detail for the term. Dashes indicate a non-school day; and attendance code descriptions are at the bottom of the screen.
 School Bulletin	School Bulletin: This page displays school announcements.
 My Calendars	My Calendars: This page enables you to connect assignments for a specific class to your calendar. The setup for this connection is not supported by the NCPS staff; it is highly dependent on your own calendaring system.
 Demographic Change	On this page, you can review the demographic information stored by the school for your student. If you need to make a change, you can type it in the boxes provided and click "submit". The school administrator will review your request to assure you are authorized to request a change, and then approve it.
 School Information	School Information: This screen displays the school address and phone numbers; as well as the names and contact information for the Principal, Assistant Principal, and other contacts.
 Account Preferences	Account Preferences: On this screen, you can make changes to your account, such as changing the email ID, ID or password. You can click on the "Students" tab to add another student if you have the Access ID and password.

General Information:

- Grades fluctuate as assignment scores are entered. Please concentrate on assignment scores rather than overall grades in the beginning of a term.
- All blue links allow you to access more detailed information.
- To exit, click on the Logout button in the top right-hand corner.