

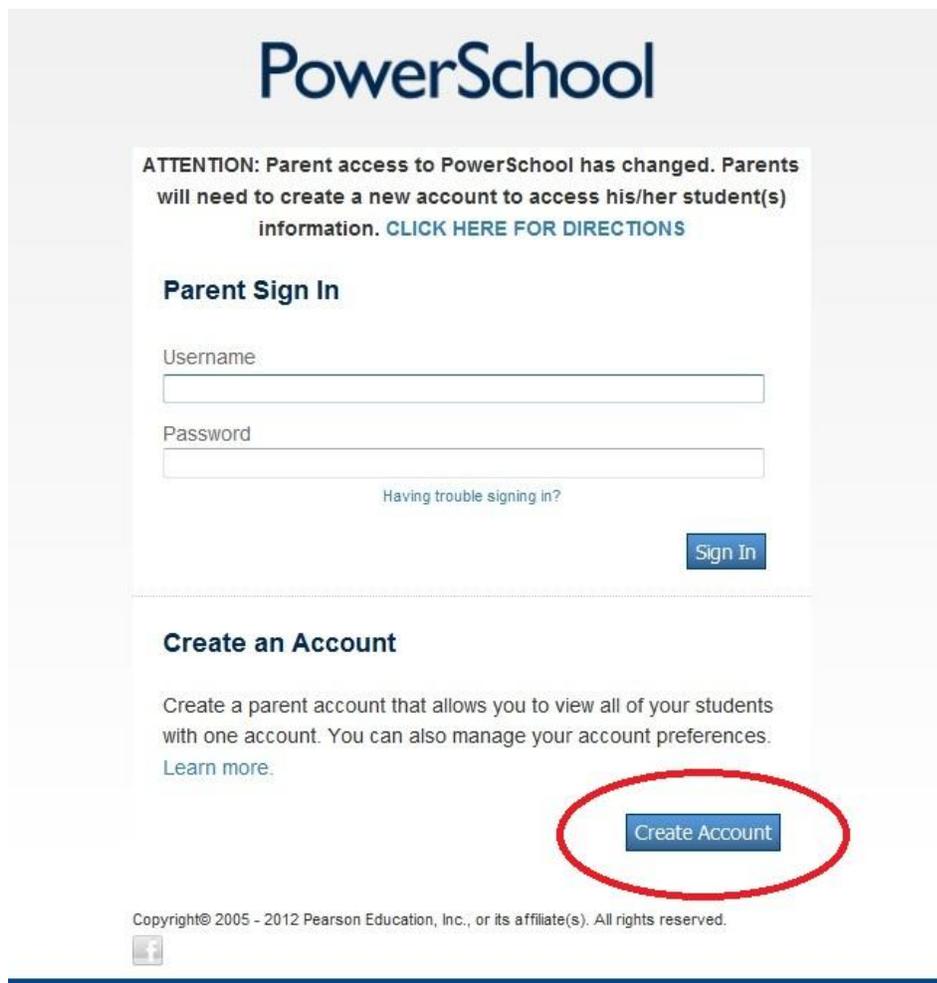
11/1/12 - PowerSchool Parent Quickstart Guide

Parent access to PowerSchool has been updated. **All Parents** will need to create a new account to access his/her student(s) information. Please follow the directions within this guide to create a new PowerSchool parent account.

- 1.) Navigate to the PowerSchool parent website located at the following address:

<http://powerschool.smethportschools.com/public/>

- 2.) Select the “Create Account” button located near bottom of the page (as shown below).



The screenshot displays the PowerSchool parent website interface. At the top, the 'PowerSchool' logo is centered. Below it, an attention message states: 'ATTENTION: Parent access to PowerSchool has changed. Parents will need to create a new account to access his/her student(s) information. [CLICK HERE FOR DIRECTIONS](#)'. The 'Parent Sign In' section includes fields for 'Username' and 'Password', a 'Sign In' button, and a link for 'Having trouble signing in?'. The 'Create an Account' section provides instructions: '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.](#)'. The 'Create Account' button is highlighted with a red circle. At the bottom, there is a copyright notice: 'Copyright© 2005 - 2012 Pearson Education, Inc., or its affiliate(s). All rights reserved.' and a small Facebook icon.

3.) You will be prompted for the following information to setup your new account:

Create Parent Account

This data does not need to match any existing account data. Please use accurate information and create a username/password that you will remember.

- a.) First Name
- b.) Last Name
- c.) Email
- d.) Desired Username (This will be the username used to access PowerSchool in the future.)
- e.) Password (This will be the password used to access PowerSchool in the future.)

Link Students to Account

You will need to enter any existing username and password(s) you have to link student accounts. These are the same username/passwords used to access PowerSchool in the past. Parents with more than one child in the district should enter the information for all students. This will allow parents to view all of their students information using one username/password.

- a.) Student Name
- b.) Access ID – Existing Parent Username (i.e. “Examp123”)
- c.) Access Password – Existing Parent Password
- d.) Relationship

Please Note: Username/Passwords are now case sensitive. The first character of a username is typically capitalized (i.e. Examp123). Please see the example below.

PowerSchool

Create Parent Account

First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Example"/>
Email	<input type="text" value="jdoe@email.com"/>
Desired Username	<input type="text" value="jdoe"/>
Password	<input type="password" value="••••••••"/>  Strong
Re-enter Password	<input type="password" value="••••••••"/>

Password must:

- Be at least 6 characters long

Link Students to Account

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

	Student Name	Access ID	Access Password	Relationship
1.	<input type="text" value="Jane Example"/>	<input type="text" value="Examp123"/>	<input type="password" value="••••••"/>	<input type="text" value="Father"/>
2.	<input type="text" value="Tim Example"/>	<input type="text" value="Examp456"/>	<input type="password" value="••••••"/>	<input type="text" value="Father"/>
3.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
4.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
5.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
6.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
7.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>

Enter

*The above example demonstrates entering data for two students within the district.

Once the form has been completed, press the Enter button to create you new account. If there are any errors you will be prompted to make corrections.

When the process successfully completes, you will be able to log into PowerSchool using the new username/password you provided in "Create Parent Account" listed above.

If you encounter any problems, please remember that the existing username/passwords are CASE-SENSITIVE. Account information can be provided by the school office if needed.