

# Parent Access- Create an account



- All **parents** will need to create an account . Parents will now be able to access all of their children’s pages from one location!
- Each **student** will still need an initial username and password from their school to be connected to parent accounts. Students have the same codes as last year. Students new to Parent Access will receive a letter from school after Parent Access Training.
- To create an account go to:  
[archbalt.powerschool.com/public](http://archbalt.powerschool.com/public)
- Click on Create Account

PowerSchool

A screenshot of the PowerSchool website's login and account creation interface. 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 contains a paragraph of text and a 'Create Account' button. A black arrow points from the text 'Click on Create Account' in the list above to the 'Create Account' button in the screenshot.

**Login**

User Name

Password

[Having trouble logging in?](#)

**Create an Account**

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)

# Parent Access- Create an account

- Account set up requirements

## Create a Parent/Guardian Account

A parent/guardian account allows you to view the information for one or more students with a single login. You can also manage your personal account preferences.

To create a parent/guardian account, enter the following information:

- **Name** - Your first and last name
- **Email** - Student notifications and correspondence related to your parent/guardian account will be sent to this email
- **Desired User Name** - Your user name is your unique PowerSchool identity
- **Password** - Your password must be at least 6 characters long
- **Student Access Information** - Information for a minimum of one student, including the student name, Access ID, Access Password, and your relationship to the student

Login

# Parent Access- Create an account

**Create Parent/Guardian Account**

First Name

Last Name

Email

Desired User Name

Password

Re-enter Password

**Link Students to Account**

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

Student Name	Access ID	Access Password	Relationship
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
6. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
7. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose

Username cannot be a complete email address

A different email address must be used for different usernames – parents cannot create two accounts on the same email address

Will let you know how strong your chosen password is

Listed as "User Name" on the letter with the password – it is case sensitive!

Here is where you will need the codes for each student, found on the letter from school. These codes are CASE SENSITIVE!!

Don't forget to click ENTER

# Parent Access- Create an account

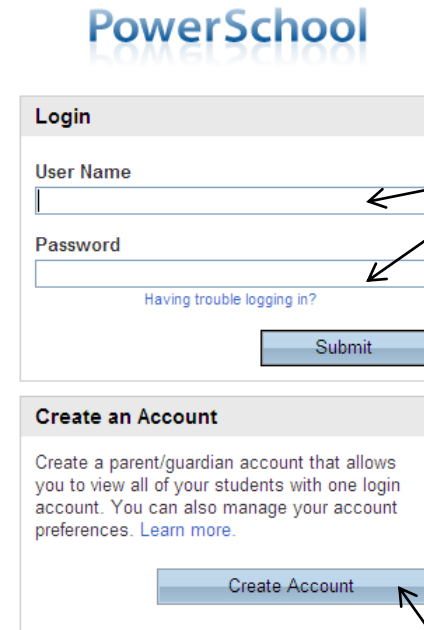
- **Student Information:**
  - **Student name-** Name of student in system (must have at least one student)
  - **Access ID-** Original Parent Access username (more than one parent can use \*\*ie Mother and Father)
  - **Access Password-** Original Parent Access password (more than one parent can use\*\* ie Mother and Father)
  - **Relationship-** What is the account holders relationship to the student

# Parent Access- Create an account

- System will verify following information
  - Unique username and password in Parent Set Up
  - Password is at least 6 characters in length
  - Student access information codes are correct
  - Only one account per e-mail address can be set up, but multiple accounts can be set up to access the same students' information (i.e. Mother and Father can each have separate logins with different email addresses, but still access the same children)
  - Parents will receive an e-mail with any changes on their account once set up

# Back to Login Screen

- Once you have created your Parent Account, you will use that username and password when you login. (You will no longer need the student's codes.)
- The school does not have access to your usernames or passwords. If you forget, you will have to use the link on the login page.



The screenshot shows the PowerSchool login interface. At the top is the 'PowerSchool' logo. Below it is a 'Login' section with two input fields: 'User Name' and 'Password'. A blue link 'Having trouble logging in?' is positioned below the password field. A 'Submit' button is located at the bottom right of the login section. Below the login section is a 'Create an Account' section. It contains a paragraph of text: 'Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)' and a 'Create Account' button at the bottom.

***Enter the username and password for the PARENT ACCOUNT you created – NOT the student's information from the letter.***

***After you have done this once, you can ignore this part.***

# Parent Access

- Once set up students have the ability to toggle between each student to view

The screenshot displays the PowerSchool Parent Access interface. At the top, the PowerSchool logo is on the left, and a navigation bar contains icons for Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, My Calendars, and Account Preferences. Below the navigation bar, the user's name 'Glover, William' and last login information are shown. A callout box highlights the 'James | Laurel' tabs, with a text box explaining that these tabs allow users to toggle between different students in the family. The main content area shows the 'Grades and Attendance' section, which includes an 'Attendance By Class' table and an 'Attendance By Day' table. The 'Attendance By Day' table shows data for the last week and this week, including Absences and Tardies. A legend at the bottom explains the attendance codes.

**PowerSchool**

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

James | Laurel | Glover, William (Last Login: 7/8/10 at 11:39 AM) | ? | Logout

Grades and Attendance | Standards Grades

**Grades and Attendance**

Attendance By Class

Exp	Last Week			Tardies	
	M	T	W		
					0

Attendance By Day

Last Week					This Week					Absences		Tardies		
M	T	W	H	F	M	T	W	H	F	T1	YTD	T1	YTD	
										0	0	0	0	
Attendance Totals											0	0	0	0

**Legend**

Attendance Codes: Blank=Present | A=Absent | H=Half Day | T=Tardy | R=Truant | E=Excused | L=Leaving Early | M=Medical | P=Parent excuse | S=Suspension | F=Flu |

Notice there are tabs for each student in the family that is in grades 3-8. Click the name tabs to get to the other students.