



# PowerSchool Parent Account Creation Guide

## Get Started

PowerSchool is the District's new web-based tool providing real-time insights on student grades, schedules, performance, and attendance.

Before you can access your student information, you must create a new parent account (*existing Q accounts will not work in PowerSchool*). You need to have at least one student Access ID and Password to create an account. You will receive this information in an email. If you do not have this information, contact your school.

## Set-up your account (Each parent/guardian may create their own account)

Step 1: Open your Web browser to <https://d11.powerschool.com/public/home.html>

Step 2: On the Sign In screen, choose the "Create Account" tab and click on "Create Account" at the bottom of the Create an Account window.

Click "Create Account"

Verify by clicking on "Create Account"

Step 3: Complete information requested.

### Parent Account Details

Enter YOUR Last Name, YOUR First Name, YOUR e-mail address, your preferred username and password.

Your new password should contain:

- At least 8 characters
- At least 1 uppercase and 1 lowercase letter
- At least 1 letter and 1 number
- At least one special character  
e.g. ' ~ ! @ # \$ % ^ & \* ( ) \_ + -

**E-mail address must be unique.** Multiple parents cannot share the same e-mail address

**Username must be unique**

**Verification password must match the new password above**

### Step 3: Complete information requested (Continued)

#### Link Students to Account

**Student Name** - Enter the first and last name of the student you want to add to your account.

**Access ID and Password** - Enter the unique Access ID and Password that you receive in the mail. **Contact your school if you do not have this information.**

**Relationship** – Choose how you are related to the student.

*\*If you have multiple children, go to each email and open the “Digital Document” to get the “Access ID” and “Access Password” and enter for each student*

The screenshot shows a form titled "Link Students to Account" with three numbered sections for adding students. Each section contains fields for "Student Name", "Access ID", "Access Password", and a "Relationship" dropdown menu. An orange bracket on the left highlights the first two sections. Two callout boxes on the right provide instructions: one states "Access ID and Access Password are case-sensitive" and the other says "Click on the Relationship drop-down arrow to choose your relationship to the student".

Access ID and Access Password are case-sensitive

Click on the Relationship drop-down arrow to choose your relationship to the student

### Step 4: After completing all information, click “Enter” at the bottom of the page.

Upon completion of information requested (including all your children), click “Enter” to submit.

This screenshot shows the bottom of the form for the third student entry. The "Enter" button is circled in orange. Below the form, there is a copyright notice: "Copyright © 2005-2010 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates. PowerSchool.com".

Note: If you get an error message, please verify information entered and re-submit.

Once you have submitted, you will receive an email which contains a link to verify your account. You will need to complete this process before you can access your Parent Portal Account. Please allow several minutes for the email to be delivered. If you wait more than 24 hours to click on the link, it will expire. If this happens, go to the login page and request another link to be sent.

### Step 5: Sign-in to test your new account at <https://d11.powerschool.com>. Click on “Information Update” from the menu of options on the left of the screen.

Account Preferences allows you to change your e-mail address, username or password. You may also add additional students to your account.

PowerSchool Mobile App is available for iOS and Android devices. Use District code listed on this screen.

The screenshot shows the PowerSchool Parent Portal interface. On the left is a navigation menu with items like "Grades and Attendance", "Grade History", "Attendance History", "Email Notification", "Teacher Comments", "School Bulletin", "Class Registration", "My Schedule", "School Information", and "Account Preferences". The main content area is titled "Grades and Attendance:" and contains two tables: "Attendance By Class" and "Attendance By Day". The "Account Preferences" menu item is highlighted with an orange box and a callout bubble.