

PowerSchool Parent Portal Quick Reference Guide



The screenshot shows the PowerSchool login interface. At the top is a blue header with the PowerSchool logo. Below it is the title "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". The main form area contains two input fields: "Username" and "Password". Below the password field is a link that says "Forgot Username or Password?". A blue "Sign In" button is located at the bottom right of the form.

Sign In:

For parents, guardians, or students to sign in to the parent portal:

1. Enter the school's Internet public address:
<https://wcpss.powerschool.com/public/>
2. Enter your username and password, then click sign in.
3. If you forget your username or password click *forgot username or password*.
4. Enter the username and email address to retrieve the password or enter the email address to retrieve the username, then click Enter. Your new information will be sent to your email address.

Adding Multiple Children to Your Parent Portal

Once the account is created, a parent or guardian may still add students to the account.

1. In the Navigation menu, click Account Preferences
2. To add or edit students, click the Students tab
3. To add a child, click Add
4. In the Add student window, enter the student name, access ID, and access password
5. Open the Relationship menu and select the correct relationship
6. Click Submit

1. **Navigation**

Click on "Account Preferences" from the navigation menu.

2. **Account Preferences**

Choose "Students" tab.

3. **Add**

Click on the blue "Add" button on the far right

4. Fill out the "Student Access Information" (*Note- You will need an Access ID and Password. Contact your school for this information)

Add Student

Student Access Information

Student Name

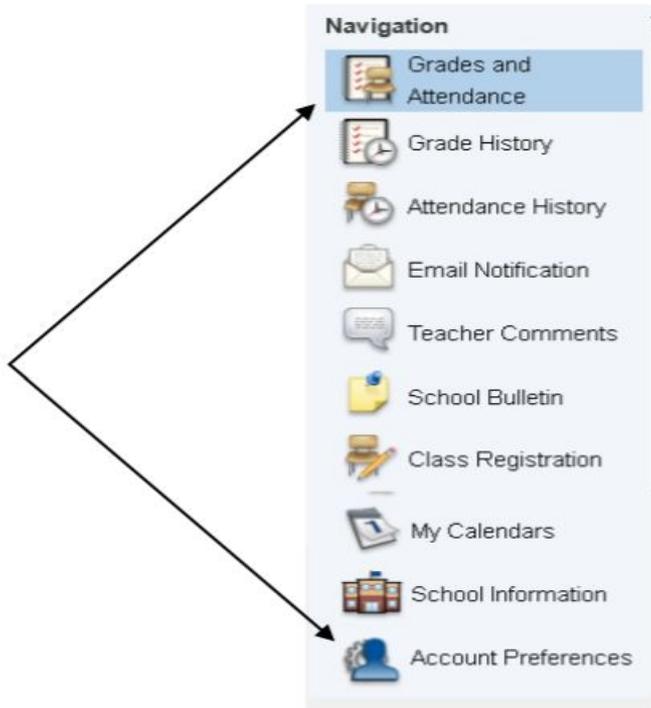
Access ID

Access Password

Relationship -- Choose

Cancel OK

View Current Grades and Attendance



1. In the Navigation menu, click Grades and Attendance to view the current terms grades
2. Grade History will show information about previous terms
3. To view additional information about that grade, click the link for the grade
4. If the teacher has provided additional information about the assignment, click the assignment name to view it.
5. To view notes from the teacher, click teacher comments.



Grades and Attendance



Grades History



Attendance History



Email



Teacher



School Bulletin



Class Registration



My Calendars

Grades and Attendance

Attendance By Class

Exp	Last Week					This Week					Course	Q1	Q2	Q3	Q4	Absences	Tardies
	M	T	W	Th	F	M	T	W	Th	F							
1(A)											WR 5 Wance, Danielle					0	0
2(A)	-	-	-	-	-	-	-	-	-	-	SS 5 Wance, Danielle	100	0	0	0	0	0
2(A)	-	-	-	-	-	-	-	-	-	-	ADP ELA 5 Wance, Danielle	94	0	0	0	0	0
4(A)	-	-	-	-	-	-	-	-	-	-	ADP Math 5 Strange, Yvonne	93	0	0	0	0	0
3(A)	-	-	-	-	-	-	-	-	-	-	SCI 5 Derrick, Marita Dianne	93	0	0	0	0	0
6(A)	-	-	-	-	-	-	-	-	-	-	STRINGS 5 Dinebelle, Andrea H.					0	0
6(A)	-	-	-	-	-	-	-	-	-	-	ART 5 Leapheart, Cheryl					0	0
6(A)	-	-	-	-	-	-	-	-	-	-	PE 5 Landers, Ben					0	0

Schedule and Teacher

The schedule (classes and teacher) are shown. Click on the teacher's name to send an e-mail.

Attendance

Attendance marks for the last two Weeks are displayed on the left.

Grades

Current grades are shown to the right of the class. Click on a blue grade to see a listing of the individual assignments and scores that make up the grade. Click the **Back** button to return.

Absences and Tardies

columns show total absences and tardies for the current school term. Click on a blue number to see dates for that attendance.