Introduction

Parents have the ability to access their students’ data for grades, attendance, and school communication through a parent portal.

Sign In

To access their student’s information, a parent would use the https://wcpss.powerschool.com/public web address using Chrome or Firefox. At the PowerSchool ‘Parent Sign In’ screen, enter the ‘Username’ and ‘Password’ provided by the school and click to ‘Sign In’.

Account Preferences

Change Portal Account Password

Once in the portal, a parent may change their portal account password by clicking on ‘Account Preferences’. The ‘Account Preferences’ screen provides parents with the ability to manage their own password. Simply click the pencil icon to edit. After making changes, click ‘Save’.

Add Student to Parent Account

The parents have access to the students for which they have an access account. Parents will be provided a letter containing an Access ID and password for their student(s) in order to link the student information to the parent’s account in ‘Account Preferences’. Click the ‘Students’ tab. To add a student, click ‘Add’. Enter the ‘Student Name’, ‘Access ID’, and ‘Access Password’ for the student(s). Select the correct relationship from the ‘Relationship’ menu. Click ‘Submit’. Student names are displayed on the top left of the screen under the PowerSchool logo.
If assistance is needed with access, please contact the school’s parent portal designee.

**Daily School Bulletin**

Upon accessing PowerSchool, parents may see the school’s **Daily School Bulletin** information the first time they log into the portal each day, provided the school has turned on that feature. Parents will not see the bulletin on subsequent logins during each day unless the browser history/cookies/cache is cleared.

**Printing/Help/Sign Out**

Click on the printer icon to print the data provided on the student screens.

This screen also displays a ‘Help’ function if needed and ‘Sign Out’ for logging out of the PowerSchool portal on the top right side of the screen.

**Navigation**

Select a student by clicking on a student name tab if you have access to more than one student as shown on the previous screenshot. Select from the menu icons to see data for the student.

**Attendance History**

To see a student’s attendance information for the current reporting term, click **Attendance History**.

This screen will display a student’s attendance data in PowerSchool for the current term.

**Student Contacts**

This screen will display information entered into PowerSchool for those individuals listed as possible contacts for students in the event an emergency may arise. Parents may review this
information and notify the school if the contact information is incorrect and changes are needed.

**Student Contacts**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Address</th>
<th>Email</th>
<th>Cell Phone</th>
<th>Day Phone</th>
<th>Home Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane</td>
<td>Adams</td>
<td>123 ABC Drive</td>
<td><a href="mailto:mom@adams.com">mom@adams.com</a></td>
<td>222-1111</td>
<td>222-2222</td>
<td>222-3333</td>
</tr>
<tr>
<td>John</td>
<td>Adams</td>
<td>123 ABC Drive</td>
<td><a href="mailto:dad@adams.com">dad@adams.com</a></td>
<td>111-1111</td>
<td>111-2222</td>
<td>111-3333</td>
</tr>
<tr>
<td>Joan</td>
<td>Adams</td>
<td>123 XYZ Drive</td>
<td><a href="mailto:abc@adams.com">abc@adams.com</a></td>
<td>333-1111</td>
<td>333-2222</td>
<td>333-3333</td>
</tr>
</tbody>
</table>

Depending on the settings for each school, parents may see other icons listed for the Navigation menu. View each one by clicking on them.

When finished viewing the different screens in PowerSchool, click ‘Sign Out’ to log out of the PowerSchool Parent Portal.