

PowerSchool's Parent Portal Introduction for Elementary School Parents - A Quick Reference Guide

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**'.

The screenshot shows the PowerSchool Parent Sign In interface. At the top, there is a 'HOME BASE' logo. Below it, the 'PowerSchool' logo is displayed. A navigation bar contains 'Sign In' (circled in red) and 'Create Account'. The main section is titled 'Parent Sign In' and contains two input fields: 'Username' and 'Password', both with red arrows pointing to them. Below these fields is a link for 'Having trouble signing in?'. A 'Sign In' button is located at the bottom right of the parent sign in section, with a red arrow pointing to it. Below the parent sign in section is the 'Student Sign In' section, which includes a 'Student Sign In' button. At the bottom of the page, there is a copyright notice: 'Copyright© 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved.'

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.

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If assistance is needed with access, please contact the school's parent portal designee.

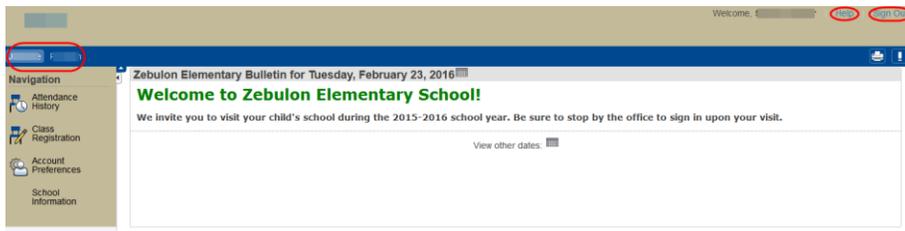
Daily School Bulletin

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.

Meeting Attendance History: 

Course	Expression	1/18-1/22				1/25-1/29				2/1-2/5				2/8-2/12				2/15-2/19	
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	
Homeroom	1(A-E)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
S: [redacted] 507 E: 08/24/2015 L: 06/10/2016																	1A	1A	

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

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information and notify the school if the contact information is incorrect and changes are needed.

Student Contacts

First Name	Last Name	Address	Email	Cell Phone	Day Phone	Home Phone
Jane	Adams	123 ABC Drive	mom@adams.com	222-1111	222-2222	222-3333
John	Adams	123 ABC Drive	dad@adams.com	111-1111	111-2222	111-3333
Joan	Adams	123 XYZ Drive	abc@adams.com	333-1111	333-2222	333-3333

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.

[Sign Out](#)