

PowerSchool - How to Create an Account and Add a Student

Parents create their own accounts. Once a Parent Account has been created one or more students can be added to that account. In order to add a student, you must have the student Access Code and the Access Code Password.

Please note that the student username and password will only enable you to see that one student.

Student: [Redacted]

PowerSchool Parent Portal Access: We have a new parent access module this year. It is called PowerSchool Parent Portal and information about how to create your own account can be found on the district website. <http://www.WLS4Kids.org/PowerSchool>.

Parents / Guardians will create their own accounts and then attach students using the information below. The Parent Portal enables parents / guardians to attach multiple students to a single parent / guardian account.

Student accounts already exist and the login information is located below.

Information for Parent(s) / Guardian(s) to add student to their account.

Access Code: [Redacted] Access Code Password: [Redacted]

Information for Students to access their own account to add student to their account.

User Name: [Redacted] * Password: [Redacted]

Go to <http://www.WLS4Kids.org/ParentResoucrs>

Scroll down to and click on the 'Parent / Student Login' button

Since we need to create our account we will click on 'Create Account' in the lower right-hand corner.

PowerSchool

Parent Sign In

Username
[Input Field]

Password
[Input Field]

[Having trouble signing in?](#)

Create an Account

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

Type your First Name, Last Name and e-mail address in the boxes provided.

Type your desired username in the box provided. If your desired username is already taken you will be asked to enter a different username.

Type your password twice. Please make this a secure password. Your password must also be at least 6 characters long.

Enter your child's name, Access ID, Access Password and relationship. The ID and Password are the only things that need to match the information you received. You can add up to eight students at this time. More can be added later.

Click on Submit

PowerSchool

Create Parent Account

First Name: [John] Last Name: [Smith] Email: [j.smith@wls4kids.com] Desired Username: [j.smith123] Password: [*****] Re-enter Password: [*****] Password Hint: [Go at least 6 characters long]

Link Students to Account

ENTER THE ACCESS ID, ACCESS PASSWORD, AND RELATIONSHIP FOR EACH STUDENT YOU WANT TO ADD TO YOUR PARENT ACCOUNT.

Student Name	Access ID	Access Password	Relationship
1. [Smith, Sarah]	[123456]	[*****]	[Father]
2. []	[]	[]	[-- Choose --]

You will now be returned to the login page where you need to actually use the username and password that you just set up.



Once you are logged in there are few things to note...

Logout is in the top right corner.

If you have more than one student registered you can select the student you wish to see by clicking on the name in the top blue bar.

The icons down the left hand side are all of the options / items you have the rights to see and use.

