

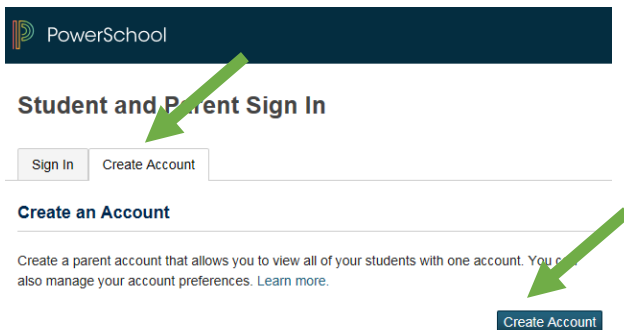
Creating your PowerSchool Parent Login

A PowerSchool parent account allows a parent to access grades and attendance for students and to register students at all grade levels for the next school year. A parent account should have all the children of that parent included in that single account. Here is how to create your account.

Step 1: You will need the ID and Password for **each** child. Go to the school that one of your children attends. Ask for a **PowerSchool Parent Letter** for each of your children (school staff can print letters for students at any Troy SD school). You will need a photo id such as a driver's license or a passport.

Step 2: Go to <http://powerschool.troyareasd.org/public/>.

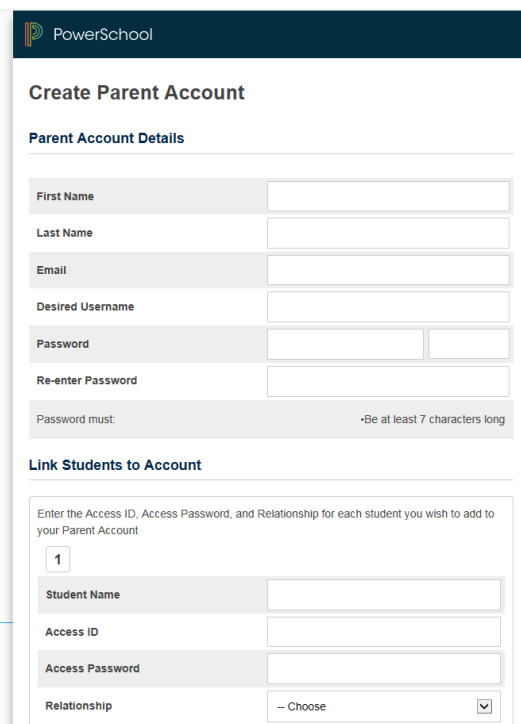
Once at the parent site, click on the tab, "Create Account" and then "Create Account" again.



The screenshot shows the PowerSchool website header with the logo. Below the header is a navigation bar with two tabs: "Sign In" and "Create Account". A green arrow points to the "Create Account" tab. Below the navigation bar is a section titled "Create an Account" with a sub-header "Create an Account" and a paragraph of text: "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.](#)" A second green arrow points to a blue "Create Account" button located below the text.

Step 3: On this screen enter your first and last name and your email address.

Enter a simple user name. Use **ONLY** letters and numbers in the user name and enter a password that you are likely to remember.

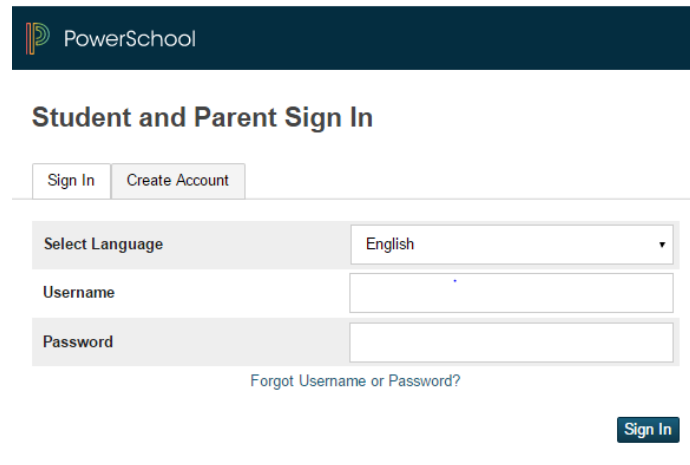


The screenshot shows the "Create Parent Account" form on the PowerSchool website. The form is divided into two sections: "Parent Account Details" and "Link Students to Account". The "Parent Account Details" section contains several input fields: "First Name", "Last Name", "Email", "Desired Username", "Password", "Re-enter Password", and "Password must: -Be at least 7 characters long". The "Link Students to Account" section contains a heading "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account" and a table with four rows: "Student Name", "Access ID", "Access Password", and "Relationship". The "Relationship" row has a dropdown menu with "-- Choose" and a checkmark icon.

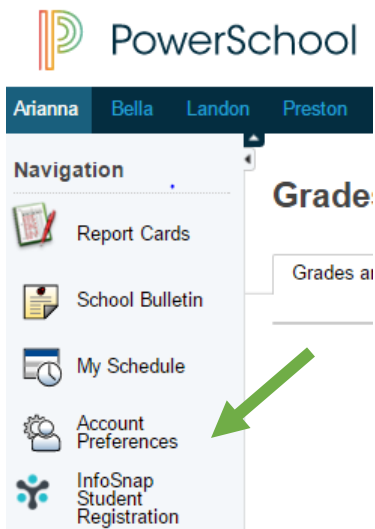
Step 4: Enter the name of one of your children – you can use a nickname if you wish. From the letter you received for that student, Enter the Access ID and the Access Password. **You must enter the Student confidential Access ID and Access Password exactly as they are on the letter.** Usually the Access ID is all numbers and the Access Password is all capital letters. Enter your relationship to the student (usually mother or father, but it might be grandmother or aunt or some other relationship). Repeat step 4 if you are adding other children. (Please note that on the bottom of the letter are an Access ID and Access Password for the STUDENT.)

Step 5: Scroll down until you see the enter box in the bottom right corner of the screen – click on it to complete the account setup.

Step 6: Enter the User name and Password you just created in Step 3 above and click on the Sign in button.



The screenshot shows the PowerSchool login interface. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". A "Select Language" dropdown menu is set to "English". Below that are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right.



You will see a screen that looks in part like the one on the left. The green arrow indicates the place where you can change your user name and password. Each of your children is named at the top of the screen. Just click on the student's name to see the information for that student. The icons on the menu are not the same for all students – the ones displayed depend upon which school the student being displayed is attending. Some icons are only displayed at certain times of the year. For example, the class registration icon is only displayed from about January until early April. The school registration icon is only displayed from April until September. Many icons are turned off during the summer.

Now that you have a parent account, you will be able to see records for all your students. We hope you enjoy the convenience of a PowerSchool parent account!