PowerSchool Parent User's Guide

Parents,

Starting Saturday morning, April 14, parents/guardians will need to create a new account that will allow you to access <u>all</u> your students from a SINGLE LOGIN.

This change will affect all parent accounts. New account logins must be created.

- You will be able to create your own User Names and Passwords.

- Each parent can create their own login to access their respective child(ren).

Visit https://powerschool.tulsaschools.org   You should see the following login screen:

1. Click the **Create Account** button

To create the account

1. Enter your first name

2. Enter your last name

3. Enter an e-mail address – Note: The e-mail address MUST be unique. If parent/guardians share the same e-mail address, you should only set up one parent access account.

4. User Name (No apostrophes, and **do not** use an email address).

5. Password (No apostrophes, and it must contain at least six characters)

To associate your account with your student(s)

1. Enter the name of each student you wish to associate to your account.

2. Enter the Access ID (former User Name which is usually the 6 digit student number) and

3. Access Password for each student (usually 5 random capitalized letters)

4. Select your relationship to the student.

Create Parent/Guardian Account

First Name	Joshua
Last Name	Toll
Email	jtoll@mail.com
Desired User Name	jtoll
Password	•••••••••••••• Strong
Re-enter Password	••••••••••••••

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

	Student Name	Access ID	Access Password	Relationship
1.	Alex Toll	2664	••••	Father, natural/adoptive
2.				-- Choose
3.				-- Choose
4.				-- Choose
5.				-- Choose
6.				-- Choose
7.				-- Choose

[enter]

Click the **Enter** button when you have completed this link to all of your students.

When finished, you will receive this message.

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

Login

User Name

Password

Having trouble logging in?

You can now log in with the user name and password you just created

If parents/guardians decide to share the same account, ONLY ONE parent or guardian may access the account at a time.

*******Do not set your browser to save passwords to this site.
It will cause your password to not work!*******

After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your student family members.

PowerSchool

Avery | Emily | Laura | Vickie

- Select the appropriate name to change the page to that student's information.

- The remaining process for viewing your student's information has not changed

TROUBLESHOOTING TIPS

What if you forget your login information?

On the login page click the link:

Having Trouble Logging in?
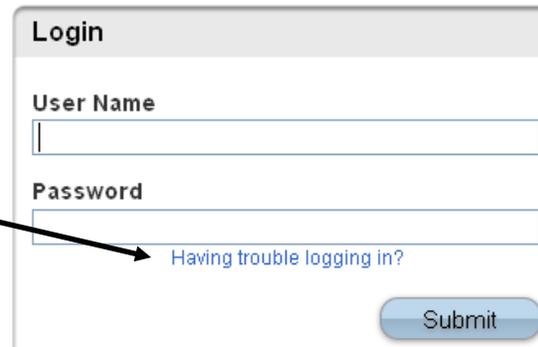
You will now see the following screen

If you forgot your Password:
- Fill in your User Name
- Fill in your E-Mail Address
- Hit Enter

The system will authenticate your information and send you a Security Token with instructions on how to re-set your Password to the E-Mail address listed.

It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to reset the Password in that allotted time, you will need to repeat the process.
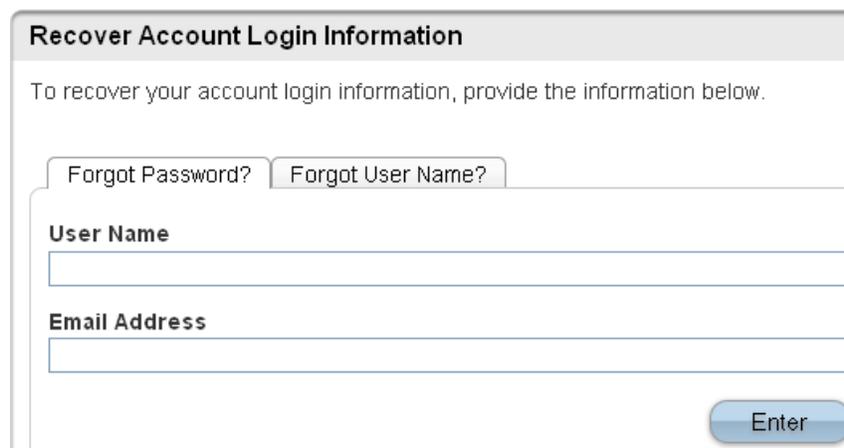
Recover Account Login Information

To recover your account login information, provide the information below.

| Forgot Password? | Forgot User Name? |

User Name

Email Address

Enter

If you forgot your User Name:
- Click on the Forgot User Name tab
- Enter your E-Mail Address
- Hit Enter

The system will authenticate your information and send you an E-Mail listing your User Name.