## **PowerSchool Parent Portal Login Instructions**

Each parent must create an account to use PowerSchool. (This is a one-time process, once created; you'll never need to create an account again.) You will need your child's Access ID & and Access Password in order to create your new account. This can be obtained from the school's office. This feature of PowerSchool will allow each parent to have his/her own username and password. It will also allow parents of multiple children to combine accounts, and gives the ability for a parent to allow a grandparent, guardian, divorced parent, or other designee the ability to have access to the child's grades. The person just needs to have the original Access ID and password to create an account for the child. (Students do not setup accounts in PowerSchool. They will use the account that was created for them by the school office).

## DIRECTIONS:

1. Open a web browser to the PowerSchool Parent Portal using this web address: https://powerschools.nhboe.net

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Student and Parent Sign In	
Sign In Create Account	3
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.	
Create Account	

2	. Go to the bottom of th	ne parent portal	page and c	reate your a	account by	clicking o	on t	the
	blue "Create Account"	button.		-	-	_		

3. In the Create Parent/Guardian Account section, fill in all of the boxes, including your chosen username and password. Symbols are allowed in the password but not in the username.

Link Students to Account

ur Parent Account	relationship for each student you wish to add to
1	
Student Name	Sara Smith
Access ID	Doe49X
Access Password	
Relationship	Daughter ~
2	
Student Name	
Access ID	
Access Password	
Relationship	Choose 🗸
3	
Student Name	
Access ID	
Access Password	
Relationship	Choose 🗸
4	

4. At the bottom of the page in the "Link Students to Account" section, there will

be enough spaces to include up to seven children. You must know the Access ID and Access Password that was created in PowerSchool for each child's account.

Keep in mind, when you are setting up a Guardian account. Make sure you type

the Access ID and Password correctly, both fields are CASE SENSITIVE.

D PowerSchool SIS					
Create Parent Account					
Parent Account Details					
First Name	John				
Last Name	Smith				
Email	eric.scholz@new-haven.k12.ct.us				
Desired Username	john.smith				
Password	Strong				
Re-enter Password					
Password must:	•Be at least 8 characters long				

5. Click Enter to create your new account.

6. You will now need to login to the system using your new username and password. Use the Login box at the screen to login.

7. You now have the name(s) of your children on tabs in the upper left corner under the PowerSchool logo, combined into one account.

8. To view each child's grades and attendance click on the correct tab displaying the child's name and the grades/ attendance will appear for that child.

PowerSchool	Grades and Attendance		Atecanor	End	Teater	School Bulletin	Ches Registration	My Calendaria	Accura
Carly Damon Janin Paige Parker			Account	Username	P. erter	pe rank	row Let.Phi	(8)	2 Logout
Grades and Attendance	bs with Children's Nar	nes							

9. During Report Card availability time, the report card link will display below the name tab of your child. You will need to click on the correct child's name tab to view his/her report card for printing.

10. To change your username or password or to add additional children to your account click on the Account Preferences button in the top right corner of screen. The window will open in Profile view and allow you to change your username or password. Click on the Student link in the upper left corner of Profile screen, to add more children to your account.

REMINDER: Until you create your new account the login screen at the top of the parent portal page will not work.