

PLEASE NOTE: New PowerSchool Parent Portal Goes Live November 29, 2010 for 7th and 8th Grade. Save this **Quick Reference Guide**; it will assist you in setting up your new account information and managing access to your student's PowerSchool data.

Quick Reference Guide

New Features in PowerSchool Parent Portal

PowerSchool

The screenshot shows the PowerSchool login interface. It has two main sections: 'Login' and 'Create an Account'. The 'Login' section includes fields for 'User Name' and 'Password', a 'Submit' button, and a link for 'Having trouble logging in?'. The 'Create an Account' section includes a brief description of the account type and a 'Create Account' button.

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Introduction

Welcome to PowerSchool's Parent Portal Access Management system. Once this feature is enabled you will see this new Login screen.

To Log In: Go to our website at www.satecyt.org and click on the



PowerSchool button.

You will no longer be able to log in with your former Guardian Web ID and Password—BUT you will need them later on. These will now serve as the credentials you'll need to enter when creating or adding students to your account.

Create a Parent/Guardian Account

To get started you must create your account. You will need the former Guardian Web ID and Password for at least one student enrolled in school. Click on the **Create Account** button. The following screen opens. Enter the requested information:

PowerSchool

The screenshot shows the 'Create Parent/Guardian Account' form. It has two main sections: 'Create Parent/Guardian Account' and 'Link Students to Account'. The first section includes fields for 'First Name', 'Last Name', 'Email', 'Desired User Name', 'Password', and 'Re-enter Password'. The second section is a table for linking students to the account.

Student Name	Access ID	Access Password	Relationship
1.			-- Choose --
2.			-- Choose --
3.			-- Choose --
4.			-- Choose --
5.			-- Choose --
6.			-- Choose --
7.			-- Choose --

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First and Last Name: Self-explanatory.

Email: Enter your email address. The email address you enter is used to send you select information, as well as account recovery notices and account changes confirmations.

Desired User Name: Enter the user name you would like to use when logging in. The user name must be unique. You will be prompted to select or enter another user name if your choice is already in use.

Password: Enter the password you would like to use. The password must be unique and a minimum of six (6) characters.

Re-enter Password: Re-enter the password you would like to use when logging in. The password you enter must match the password entered in the **Password** field.

Continue to the next section to enter information regarding your student(s).

Link Students to Account

Student Name	Access ID	Access Password	Relationship
1.			-- Choose --
2.			-- Choose --
3.			-- Choose --
4.			-- Choose --
5.			-- Choose --
6.			-- Choose --
7.			-- Choose --

1. Student Name: Enter the first and last name of the student you want to add to your account.

2. Access ID: Enter the Guardian Web ID you previously used to access the parent portal for this student. **Each student has a unique ID.**

3. Access Password: Enter the **unique** Guardian Web Password you previously used for this student.

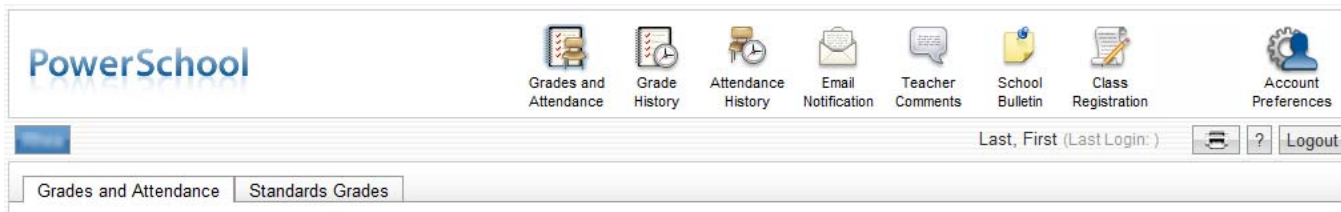
4. Relationship: Indicate how you are related to the student by choosing from the pop-up menu.

Note: If you have more than one student, repeat steps 1-4 for each student. Remember to supply the access ID and password associated to each student. (Reprinted on Progress Report.)

Click on **Enter** button. You will be notified if any required information is missing, and prompted for corrections. Follow the directions and when finished click on **Enter**.

Once the account creation completed successfully, you will be logged out of the current session. Log back in with your newly created username and password.

New Features and Links:



Main Menu: Contains additional links to PowerSchool Parent Portal functions.

Student Tabs: The first names of the students associated to your parent/guardian account appear in alphabetical order. Click on the name of the student whose information you wish to view.

Grades and Attendance: Contains a new tab—Standards Grades.

Email Notification: You can manage what information you would like to receive, how often, and any additional email addresses that you would like the information sent to. Choices include: Summary of current grades and attendance; Detail report showing assignment scores for each class; Detail report of attendance; and School announcements; and Balance Alert (not used at BFA).

Teacher Comments: Displays any comments that teachers have entered regarding a student.

Class Registration: Displays existing course requests, if available.

Account Preferences: Provides you with the ability to manage your parent/guardian account information, including your name, user name, password and email address. . If you need to add an additional student for whom you have legal rights or guardianship, click on the **Students** tab.

Note: To edit or remove a student, contact the Tech Dept.

School Contact Information: Need your account Access ID and Password? Questions or Problems? Send an email for tech support at jmartinez@fcsuvt.org or contact us at **802-527-7191 ext. 140**.