

Parent Instructions to create an account in the PowerSchool Parent Portal

If you have an existing parent portal account and want to add a child to the account, see this section of the instructions [Add a student to an existing parent portal account](#)

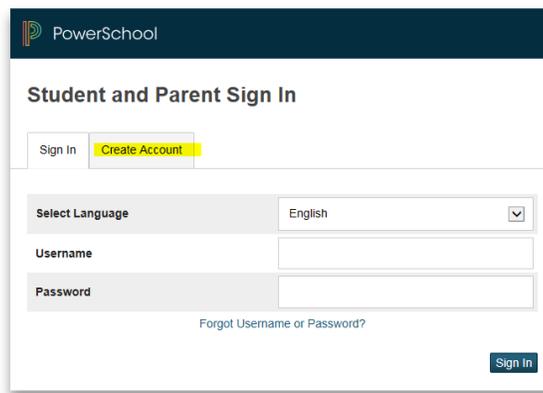
If you do not have an access id and password, contact parents@ps.spfk12.org

To create a new parent portal account:

- Open the Internet browser on your computer.
- Type <https://ps.spfk12.org/public> into the address bar OR click the PowerSchool link on the school website.

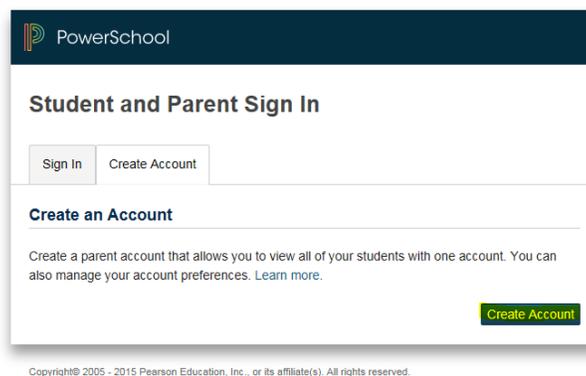
The following screen should appear:

- 1) Click the "Create Account" tab at the top of the sign-on window:



The screenshot shows the PowerSchool login interface. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account", with "Create Account" highlighted in yellow. Below the tabs is a "Select Language" dropdown menu set to "English". There 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.

- 2) Click the create account button.



The screenshot shows the PowerSchool login interface. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account", with "Create Account" highlighted in yellow. Below the tabs is the heading "Create an Account". Below this heading is a paragraph: "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 "Create Account" button is at the bottom right. At the very bottom of the page, there is a small copyright notice: "Copyright© 2005 - 2015 Pearson Education, Inc., or its affiliate(s). All rights reserved."

- 3) Complete the fields on the top half of the page. Enter all the fields highlighted in yellow. The username and password that you **create** on this screen will be the username and password that you will use to sign into the parent portal

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must: *Be at least 8 characters long

- 4) In 'Link Students to Account', enter the student's name, Access ID, and Access Password into the appropriate highlighted fields. Select your relationship to the student from the drop-down menu.

Link Students to Account

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

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Student Name

Access ID

Access Password

Relationship

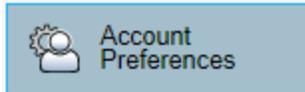
- 5) If you have additional students, you may add their names, Access IDs, and Passwords to the list. You can also add additional students after you have logged in for the first time.
- 6) Once your account is created, enter the username and password you chose for your parent account to login to the portal.
- 7) Click the blue "enter" button to finish creating your account.

Once you have an account you will be able to add children to the existing account from the account preferences tab in the Parent Portal.

Add a student to an existing parent portal account

1. Login to your existing account at <https://ps.spfk12.org/public>.
2. Navigate to the "Account Preferences" section located on the left side of your

screen under navigation:



3. Select the student tab:



4. Click on the "Add" button  .
5. You can add your student by entering their full name, the access id and password provided by the the district or your online registration letter, and your relationship to the student:

A dialog box titled "Add Student" with a close button (X) in the top right corner. It contains a section titled "Student Access Information" with four input fields: "Student Name", "Access ID", "Access Password", and "Relationship". The "Relationship" field is a dropdown menu currently showing "-- Choose". At the bottom right of the dialog are "Cancel" and "OK" buttons.

6. Once you have added the student, his or her name will appear as a tab on your PowerSchool start screen. Select a tab to view the PowerSchool information specific to that child.