

How to Create A Parent Access Account

In order to create a Parent Access account, you must have an Access Account ID and Access Password for each student you wish to add to your account. **This information will be supplied by your school.**

Click the URL for your student's school <http://cdow.psisjs.com/public/home.html>

Create Parent/Guardian Account

The screenshot shows the PowerSchool login and account creation interface. The 'Login' section has fields for 'User Name' and 'Password' with a 'Submit' button. Below it, the 'Create an Account' section contains a 'Create Account' button, which is highlighted with a red box and a 'Click Here' callout. A text box to the right explains that users will login with their User Name and Password after account creation.

Click on the Create Account button. In the future after your account is created, you will login by entering your User Name and Password at the top of the screen.

Enter the following information:

- First Name
- Last Name
- Email address
- Desired User Name - This is the name you will use to access the system in the future. (Do not use your email address.)
- Password and Re-Enter Password -The gauge on the right lets you know the strength of your password choice.

Link Students to Account

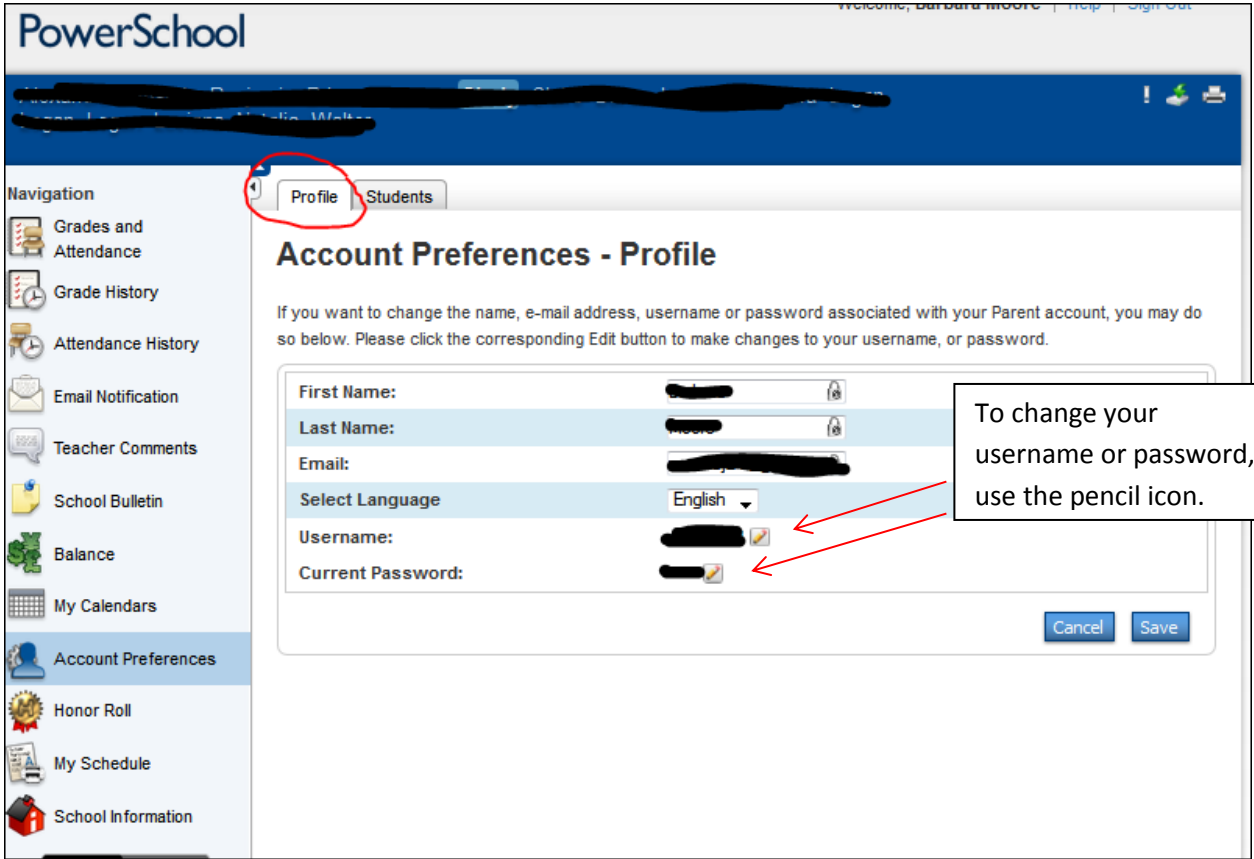
The following information (provided by your school) is required for each student you wish to add to your account:

- Student's name
- Access ID
- Access Password
- Your relationship to the student

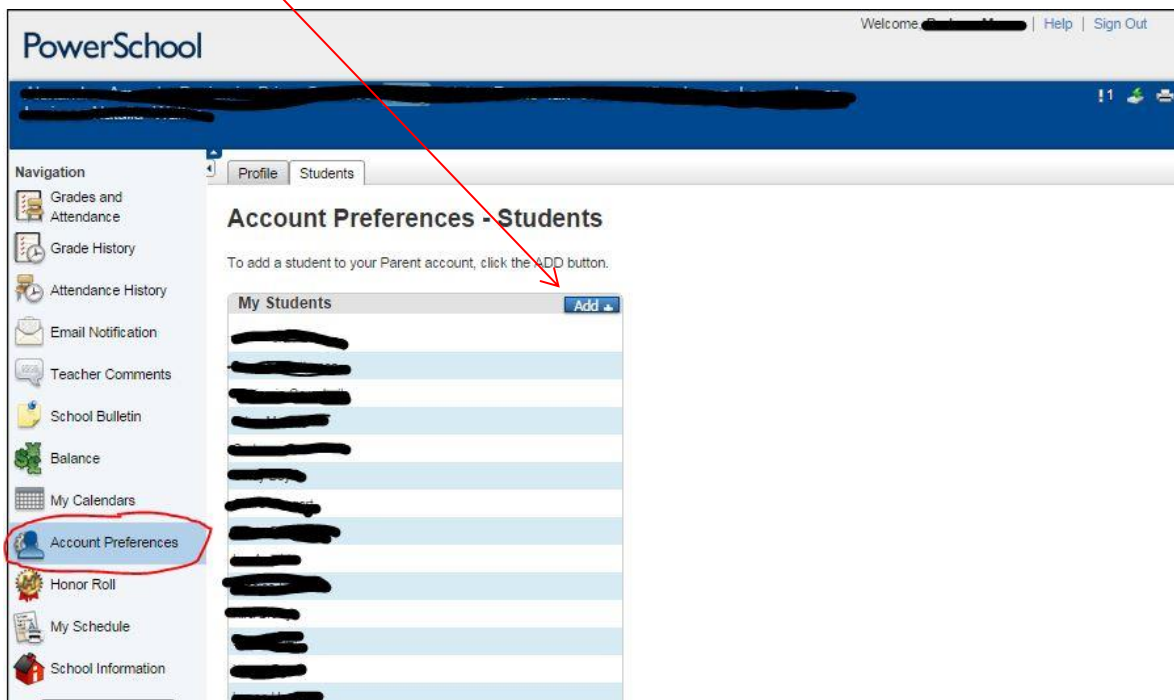
Click **Enter** when done.

The screenshot shows the 'Create Parent/Guardian Account' form. The 'Create Parent/Guardian Account' section is filled out with example data: First Name: Lori, Last Name: Carroll, Email: lilmamalori@gmail.com, Desired User Name: lonicarroll, Password: [masked], Re-enter Password: [masked]. The 'Link Students to Account' section shows a table with columns for Student Name, Access ID, Access Password, and Relationship, with one row filled: William Carroll, willcarr, [masked], Mother_step.

The **Profile tab** allows you to change your First Name, Last Name, Email address, User Name (used to access Parent Access) and Current Password.



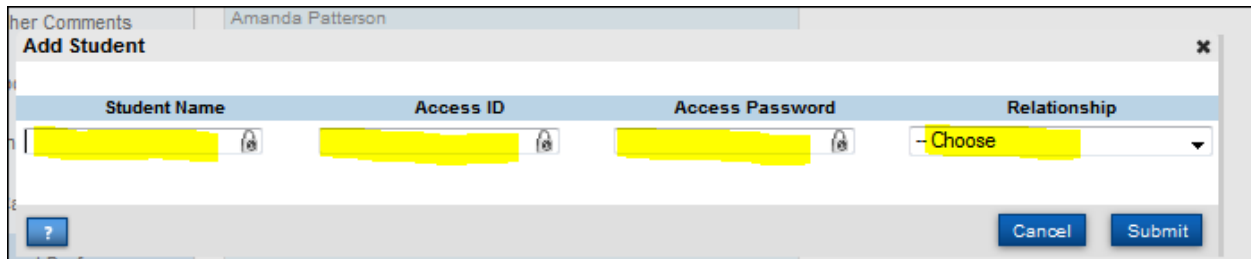
Click the **Students tab** to add another student to your account. Students can attend different schools; however, you must have their Access ID and Access Password to add them to your account.



Enter the student's Name, Access ID, Access Password and your relationship to the student. Click the Submit button to add the student to your account.

The new student has been added to your account. Each of you students will have their own tab at the top of the page. Click the student's name and the page icon containing the data you wish to see.

To keep your student's data secure, Logout when you are finished.



The screenshot shows a web application window titled "Add Student" with a close button (X) in the top right corner. The window contains a form with four fields: "Student Name", "Access ID", "Access Password", and "Relationship". Each of the first three fields is a text input with a yellow highlight and a lock icon to its right, indicating they are password-protected. The "Relationship" field is a dropdown menu with a yellow highlight and the text "- Choose" and a downward arrow. At the bottom left of the form is a blue button with a question mark "?". At the bottom right are two blue buttons: "Cancel" and "Submit". The window's title bar shows "her Comments" and "Amanda Patterson".