

HOW TO CREATE A POWERSCHOOL PARENT ACCOUNT

- Go to the FCS website: www.franklinschools.org
- Click on the PowerSchool icon.

The screenshot shows the PowerSchool sign-in page. At the top, there is a blue header with the 'PowerSchool' logo. Below the header, there are two tabs: 'Sign In' and 'Create Account'. A red arrow points from the 'Create Account' tab to the right. The main content area is titled 'Student and Parent Sign In' and contains two input fields for 'Username' and 'Password'. Below these fields is a link that says 'Having trouble signing in?' and a blue 'Sign In' button.

**** At the PowerSchool sign in screen, click on the Create Account tab.**

The screenshot shows the 'Create an Account' page. At the top, there is a blue header with the 'PowerSchool' logo. Below the header, there are two tabs: 'Sign In' and 'Create Account'. The main content area is titled 'Create an Account' and contains a text box with the following text: '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.](#)' Below the text box is a blue 'Create Account' button. A red arrow points from the button to the right.

****Click on the Create Account button to continue.**

- Fill in the top section with **your** personal information. You will be creating the username

PowerSchool

Create Parent Account

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must:
•Be at least 6 characters long

and password that will be used to log into your parent account. The username and password are case sensitive; you will want to remember exactly how you type in that portion of the top section.

- In the lower portion of the screen you will link your student to your account. You want to type the child's first and last name in the **Student Name** cell.

Link Students to Account

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

1

Student Name

Access ID

Access Password

Relationship -- Choose

2

Student Name

Access ID


Access Password

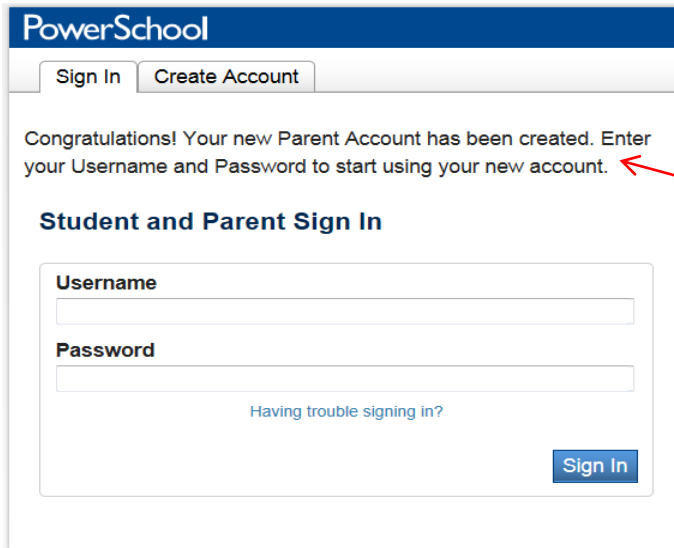
Relationship -- Choose

3

- Enter the Access ID and Access Password for your child. Access ID's and Access Password's can be acquired by contacting your child's school. Type each of those in the appropriate cell. Access ID and Access Password information is case sensitive so you will need to enter them exactly as given to you. If you have more than one student to set up on this account, you will have an Access ID and Access Password for each child and will type their name and

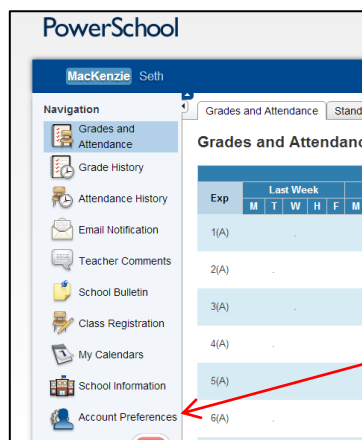
information in the next area. Do this for each child. Choose your relationship to the child in the drop down box, for example Mother, Father, etc.

- Once you have filled in your entire student's information and chosen your relationship, click on  It is located in the lower right area of the screen.



The screenshot shows the PowerSchool Sign In page. At the top, there are tabs for "Sign In" and "Create Account". Below the tabs, a message reads: "Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account." Below this message is a section titled "Student and Parent Sign In" with two input fields: "Username" and "Password". A "Sign In" button is located at the bottom right of the sign-in area. A red arrow points from the "Enter" button in the previous step to the "Sign In" button on this page.

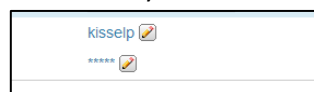
**** You will be taken back to the log in screen with the message, "Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account". Type in the Username and Password you created for yourself.**



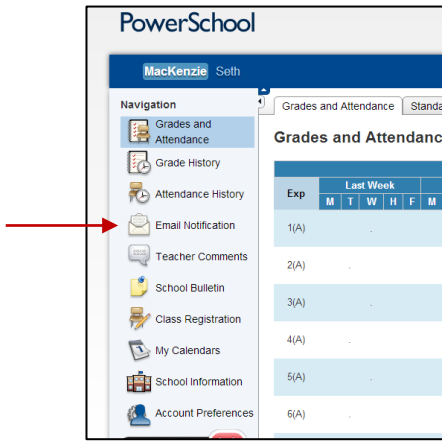
The screenshot shows the PowerSchool Account Preferences page. The user is logged in as "MacKenzie Geth". The "Account Preferences" option in the left navigation menu is highlighted with a red arrow. The main content area shows a table for "Grades and Attendance" with columns for "Exp" and "Last Week" (M, T, W, T, F, M). The table lists grades 1(A) through 6(A).

**** If needed, you can make changes to your log in and password in the Account Preferences area.**

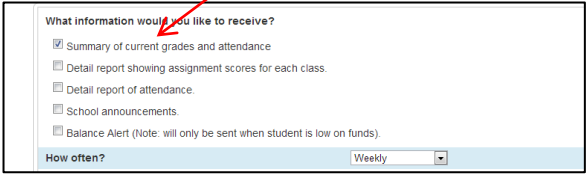
- Click on the pencil beside your user name or password to make any adjustment.



The screenshot shows a close-up of the user name and password fields. The user name is "kisselp" and the password is masked with asterisks. Both fields have a pencil icon to the right, indicating that they can be edited.

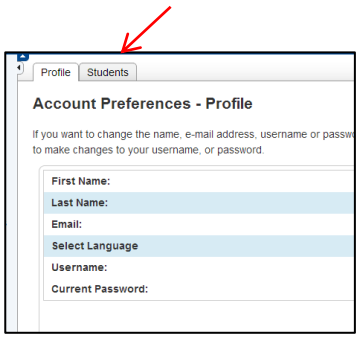


You can also set up your account for email notifications. **We strongly request you only ask for the top selection, which is "Summary of current grades and attendance"** due to the volume of emails being sent to all FCS parents who request them.

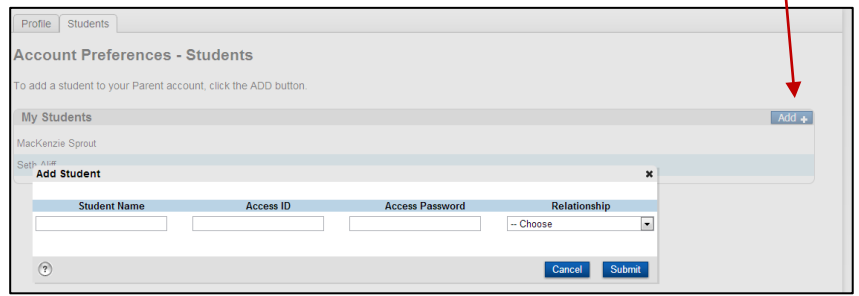


ADDING A STUDENT TO AN EXISTING ACCOUNT

- Sign in with the username and password you previously created. Go to the Account Preferences screen as you would if you were making an adjustment to your username or password. Click on the Student tab.



Click on the Add Button



It will display an area for you to type in the student's name and the Access ID and Access Password. Choose your relationship and click on the submit button. Your student is now added to your account.

You can change students by clicking on the child's name on any screen.

