HOW TO SET UP YOUR POWERSCHOOL PARENT ACCESS ACCOUNT

- The website location is: https://powerschool.franklinschools.org
  It can also be accessed through the FCS web page by clicking on
  Grades A+ in the upper left area of the page.

- At the PowerSchool log in screen, you will need to click on the Create Account button.

- Fill in the top section with **your** personal information. You will be creating the username
  and password that will be used to log into your parent account. The username and password are case sensitive; you will want to remember <u>exactly</u> how you type in that portion of the top section.

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

- 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

Student Name	Access ID	Access Password	Relationship
1.			-- Choose
2.			-- Choose

school. Type each of those in the appropriate cell.
This area is case sensitive so you must type the Access ID and the Access Password exactly as they appear on your letter. 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 on line 2 . Do this for each child.
Choose **your** relationship to your child from the drop down, for example Mother or Father.

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

- 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.
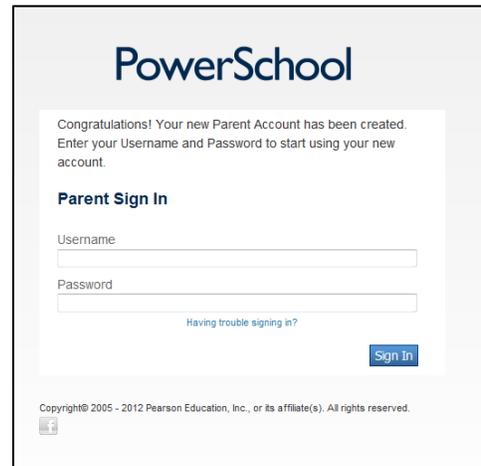
PowerSchool

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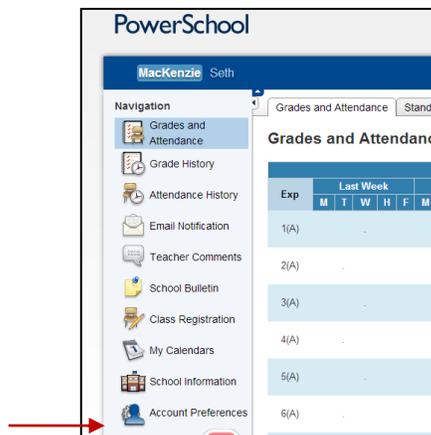
Parent Sign In

Username

Password

Having trouble signing in?

Sign In

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- You can make changes to your log in and password in the Account Preference area.

PowerSchool

MacKenzie Seth

Navigation
- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Calendars
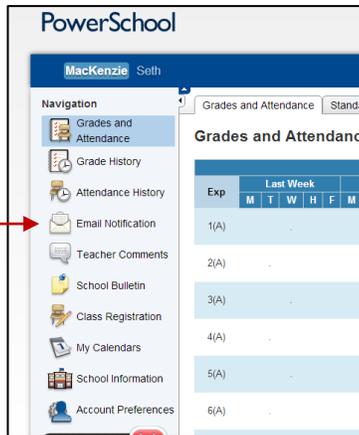- School Information
- Account Preferences

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Grades and Attendanc

Exp	Last Week M T W H F M	
1(A)		
2(A)		
3(A)		
4(A)		
5(A)		
6(A)		

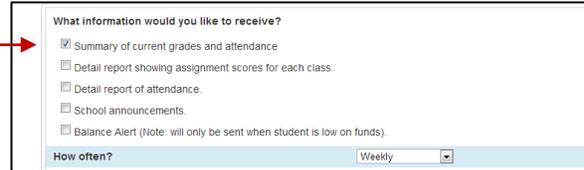- Click on the pencil beside your user name or password to make any adjustment.

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You can also set up your account for email notifications. We request you only ask for the top selection, or the "Summery 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

- If you currently have an account set up with a FCHS, FCMS, or Custer Baker Intermediate school student, you only need to add your elementary student to this existing account. Sign in using the user name and password created previously. Go to the Account Preference screen as you would if you were making an adjustment to your user name or password described above. Click on the student tab.

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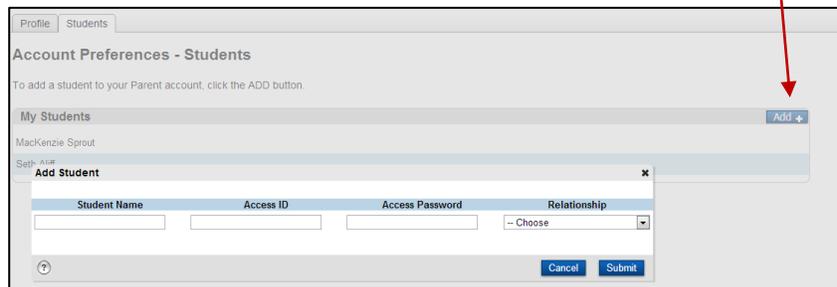
It will display an area for you to type in your student's name and the Access ID and Access Password from the attached letter. Choose your relationship and click on the submit button. Your elementary student is now added to your account.

You can change student by clicking on your child's name on any screen.

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