

MSSD 14

PowerSchool Parent Portal Navigating the Parent Portal

The PowerSchool Parent Portal allows parents and guardians to view and stay up to date with real time information about student's assignments, grades and attendance. The parent portal is available for middle & high school students only.

You may access the PowerSchool portal by entering the web address or by choosing the PowerSchool link on the district home page at <http://www.mssd14.org>

You may also download the free mobile app, **PowerSchool for Parents**, for your iPhone or iPad. Please see the parent guide, *PowerSchool for Parents – App for iPhone or iPad*.

ps.mssd14.org

-OR-



1. When you select the parent portal you will see this screen. Before you can access your student's information you must create your account.
2. Follow the steps for creating an account according to the parent guide, *Parent Single Sign-On*.
3. Once you have created your account, enter your Username and Password to login to the parent portal.

A screenshot of the PowerSchool Parent Sign In and Create an Account screen. The "Parent Sign In" section has fields for "Username" and "Password", a "Sign In" button, and a link for "Having trouble signing in?". The "Create an Account" section has a "Create Account" button and a link for "Learn more".

Grades & Attendance

- The following screen will appear with grade & attendance information for your students.
- Each student that you entered when you created your account will be available. Grades and attendance will display for the current grading period.
- Detailed grade and assignment information is available by clicking on the grades for each class. Teacher email links are available by selecting their name.
- To view grade & attendance information from previous grading periods, select the **Grade History** or **Attendance History** icons.

Note: While the information is real time, it is based on when teachers enter assignment's & grades into their GradeBook (syncs with PowerSchool), which may not occur daily. Please contact your student's teacher if you have questions about assignment's or grades. Please contact the school office if you have questions about attendance.

Email Notifications

- Select the **Email Notification** icon to receive emails with assignment, grade and attendance information.
- Choose the information you would like to receive for your student.
- Choose how often you would like to receive the emails. You may choose daily, weekly, every 2 weeks, monthly or never.

Email Notifications Cont.

- If there are additional people that you would like to receive notifications, you may enter their email addresses as well. Parents and guardians are encouraged to create their own parent portal accounts so that they may set up their own email preferences.
- You may apply the same email notification settings for all of your students or you may apply different notification settings for each student separately.
- Click **Submit** to save your choices.

The screenshot shows the 'Email Notifications: Crawford, Emma Victoria' page in the PowerSchool parent portal. The left navigation menu has 'Email Notification' selected. The main content area has the heading 'What information would you like to receive?' with checkboxes for 'Summary of current grades and attendance' (checked), 'Detail report showing assignment scores for each class.' (checked), 'Detail report of attendance.' (checked), 'School announcements.' (unchecked), and 'Balance Alert (Note: will only be sent when student is low on funds).' (unchecked). Below this is a 'How often?' dropdown set to 'Weekly'. The 'Email Address' field contains 'WillH@email.com' and the 'Additional Email Addresses' field contains 'hildebrand@email.com'. At the bottom, there are checkboxes for 'Apply these settings to all your students?' (checked) and 'Send now for Emma?' (unchecked), followed by a 'Submit' button.

Note: Email notifications can only be sent separately for each student.

Account Preferences

- Select the **Account Preferences** icon to make updates to your personal information/profile. Make sure to click the **Save** button if you make any changes.
- Choose the **Student Tab** to add another student to your account from Account Preferences.
- To *add* a student, you must have their Access ID & Password.

The screenshot shows the 'Account Preferences - Profile' page. The left navigation menu has 'Account Preferences' selected. The main content area has the heading 'Account Preferences - Profile' and a sub-heading 'If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.' Below this are input fields for 'First Name' (William), 'Last Name' (Hildebrand), 'Email' (WillH@email.com), 'Select Language' (a dropdown menu), 'Username' (Whildebrand), and 'Current Password' (masked with asterisks). At the bottom right are 'Cancel' and 'Save' buttons.

The screenshot shows the 'Account Preferences - Students' page. The left navigation menu has 'Account Preferences' selected. The main content area has the heading 'Account Preferences - Students' and a sub-heading 'To add a student to your Parent account, click the ADD button.' Below this is a section titled 'My Students' with an 'Add +' button. Under 'My Students', there are two entries: 'Emma Crawford' and 'Wake Crawford'.