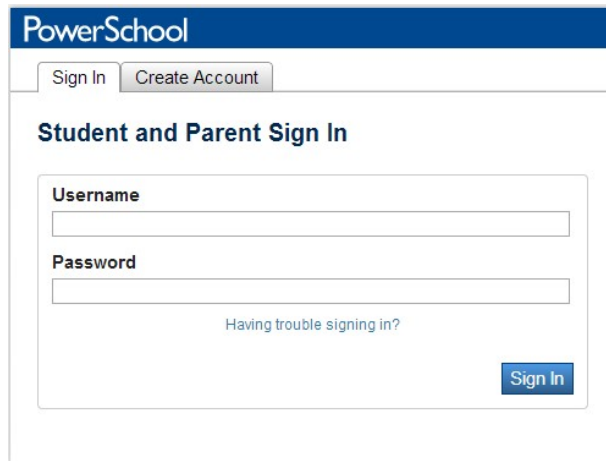


**FACTS FOR PARENTS ABOUT the POWERSCHOOL PARENT PORTAL:****URL: <https://dol.clgpsedu.com/public>**

1. If you are a parent and you created an account last year - you can continue to use that account!
2. If you are a parent and you created an account last year but you cannot remember your password - please click on the “Having trouble signing in?” link (see screen shot below.)



The screenshot shows the PowerSchool login interface. At the top, there's a blue header with the 'PowerSchool' logo. Below the header, there are two buttons: 'Sign In' and 'Create Account'. The main heading is 'Student and Parent Sign In'. There are two input fields: 'Username' and 'Password'. Below the password field is a link that says 'Having trouble signing in?'. At the bottom right of the form is a blue 'Sign In' button.

You will then be directed to either, enter your username and email address or, in the case of a forgotten username, your email address.

PowerSchool will then email you with either the correct username or a new password so you can log into the parent portal. If the email does not arrive within a few minutes, please check your Junk Mail and/or Spam folders.

3. IF YOU ARE A **NEW** PARENT - Then you must first create an account by following the directions below.

### Creating Your PowerSchool Parent Portal Account

Before you can log in to the PowerSchool Parent Portal, you will need to create your account and then associate (Link) students to it. You should have received a letter from your child(s) school with your student's Access ID and Access Password. These values are needed to attach a student to your account. If you do not have this information or have questions, contact your school directly!

**NOTE:** *The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.*

PROCESS STEPS

SCREEN SHOTS

Step 1: Create the actual account

Step 2: Link student(s) to the account.

### 1. Create Account

Enter the following:

- First Name
- Last Name
- Unique Email account
- Unique login name
- Password - must be at least 6 characters in length

**Note: Usernames and Passwords are Case Sensitive. Please make sure there are no spaces!**

### 2. Link Students

You must know the students Access ID and Access Password to link them. Enter the following to make the link:

- Students name (first and last as it appears on the letter you received from school)
- Access ID
- Access Password
- Your relationship to the child (Mother, Father, etc)

Once all information is entered click on

enter

## PowerSchool

### Create Parent Account

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>
Password must: •Be at least 6 characters long	

### 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	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="password"/>
	Relationship	-- Choose ▼
2	Student Name	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="password"/>
	Relationship	-- Choose ▼

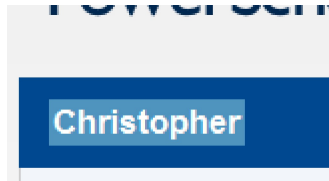
When your account is successfully created you will see this page.

Use the user name and password you entered in the previous step to login to the parent portal.

The screenshot shows the PowerSchool website interface. At the top, there is a dark blue header with the "PowerSchool" logo in white. Below the header, there are two buttons: "Sign In" and "Create Account". The "Create Account" button is highlighted in grey, indicating it is the active step. Below the buttons, a message reads: "Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account." Underneath this message is the section title "Student and Parent Sign In". This section contains a form with two input fields: "Username" and "Password". Below the password field is a link that says "Having trouble signing in?". At the bottom right of the form is a blue "Sign In" button.

## Navigation Bar

The navigation bar appears at the left on the PowerSchool Parent Portal start page, and is common to every page in the application.



Sign Out

### PowerSchool Logo

Click to return to Start Page

### Student

Select between students by clicking on name

### Logout / SIGN OUT

Log out of PowerSchool Parent Portal

### Main Menu

Contains links to PowerSchool Parent Portal Functions

