

*Diocese of Rockville Centre Education Department*  
**PowerSchool Parent/Guardian Portal Access Information—New Accounts**

We are pleased that our school can provide access to your student's current assignments, grades, and attendance via the Internet. We hope that access to this information will help us become closer partners in your student's education experience.

In a separate letter, you will be provided with a unique Access ID and Access Password to create an account to access your student's information. Please keep this information confidential. Please do not divulge the username or password to your child or anyone else for security purposes.

The web address for the Parent/Guardian portal is: <https://drvcpowerschool.org>

1. **Log-in screen:** you will need the parent portal Access ID and Access Password for your student(s).
2. Select the **Create Account** tab on the Parent Portal web page.

PowerSchool

Sign In **Create Account**

**Student and Parent Sign In**

Select Language  
English

Username

Password

[Having trouble signing in?](#)

Sign In

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3. Enter all information required to create your parent/guardian access account (First Name, Last Name, Email, Desired Username—**not the same as your email address**—Password, and Reenter Password), then enter the information you received in a separate letter for each student (Student Name, Access ID, Access Password, and your Relationship to the student). If you have more than one student, you may enter all students in this area.

**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"/> <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 ▼              |

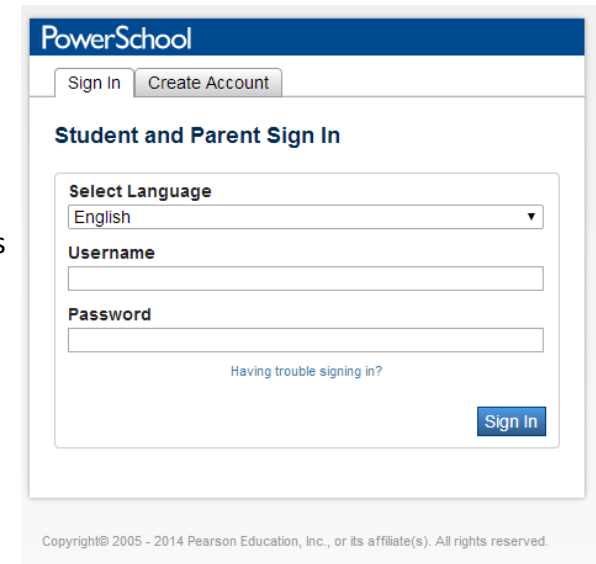
2

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

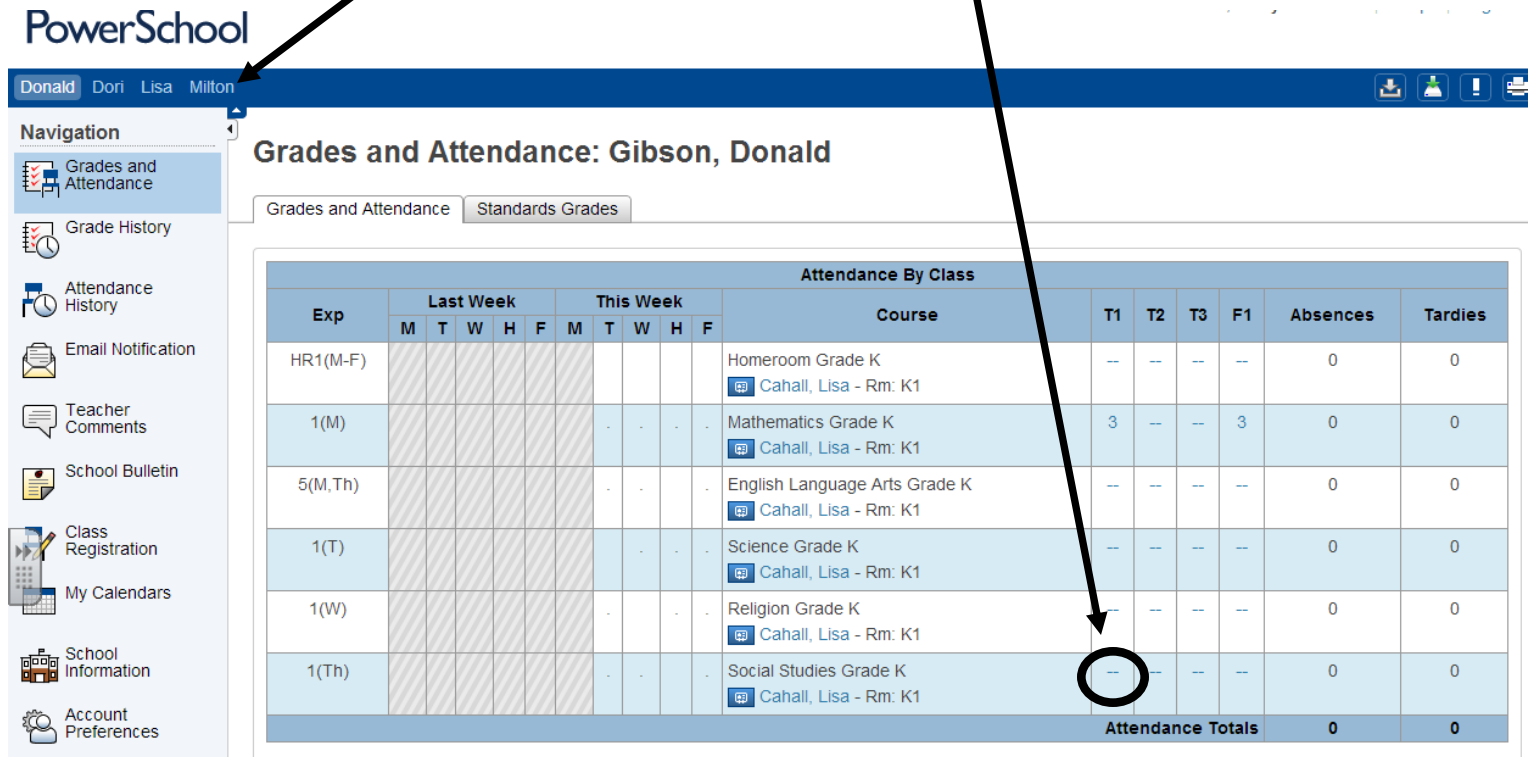
4. Then scroll down and select “Enter” at the bottom right corner of the page.

5. Return to the Parent/Guardian Sign-in screen at <https://drvcpowerschool.org> and use the Username and Password you created for your parent portal access account.
6. Once you log-in to your account, you will see the screen below, which gives you access to the student's information
  - a. Classes and Attendance
  - b. To view information about assignments, select the dash (—) (or grade if the trimester has ended) next to the class.

**If you have more than one student that is in a grade with parent access provided, you may switch between student information screens with one log-in.**



The image shows the PowerSchool login interface. At the top, there are buttons for 'Sign In' and 'Create Account'. Below this is the 'Student and Parent Sign In' section, which includes a 'Select Language' dropdown menu set to 'English', a 'Username' input field, and a 'Password' input field. A 'Sign In' button is located at the bottom right of the form. A link for 'Having trouble signing in?' is also present. At the very bottom, a copyright notice reads: 'Copyright© 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved.'



The image shows the PowerSchool dashboard for a user named Donald Gibson. The top navigation bar includes the user's name and a dropdown menu with options for 'Donald', 'Dori', 'Lisa', and 'Milton'. Below the navigation bar is a sidebar with various menu items such as 'Grades and Attendance', 'Grade History', 'Attendance History', 'Email Notification', 'Teacher Comments', 'School Bulletin', 'Class Registration', 'My Calendars', 'School Information', and 'Account Preferences'. The main content area is titled 'Grades and Attendance: Gibson, Donald' and features two tabs: 'Grades and Attendance' (selected) and 'Standards Grades'. The primary data table is 'Attendance By Class', which displays attendance records for various classes. A black circle highlights the dash (—) in the 'T1' column for the 'Social Studies Grade K' class. A black arrow points from the text in step 6b to this circled dash.

| Exp                      | Last Week |   |   |   |   | This Week |   |   |   |   | Course   | T1       | T2       | T3 | F1 | Absences | Tardies |
|--------------------------|-----------|---|---|---|---|-----------|---|---|---|---|--|----------|----------|----|----|----------|---------|
|                          | M         | T | W | H | F | M         | T | W | H | F |  |          |          |    |    |          |         |
| HR1(M-F)                 |           |   |   |   |   |           |   |   |   |   | Homeroom Grade K<br>Cahall, Lisa - Rm: K1              | --       | --       | -- | -- | 0        | 0       |
| 1(M)                     |           |   |   |   |   |           |   |   |   |   | Mathematics Grade K<br>Cahall, Lisa - Rm: K1           | 3        | --       | -- | 3  | 0        | 0       |
| 5(M,Th)                  |           |   |   |   |   |           |   |   |   |   | English Language Arts Grade K<br>Cahall, Lisa - Rm: K1 | --       | --       | -- | -- | 0        | 0       |
| 1(T)                     |           |   |   |   |   |           |   |   |   |   | Science Grade K<br>Cahall, Lisa - Rm: K1               | --       | --       | -- | -- | 0        | 0       |
| 1(W)                     |           |   |   |   |   |           |   |   |   |   | Religion Grade K<br>Cahall, Lisa - Rm: K1              | --       | --       | -- | -- | 0        | 0       |
| 1(Th)                    |           |   |   |   |   |           |   |   |   |   | Social Studies Grade K<br>Cahall, Lisa - Rm: K1        | --       | --       | -- | -- | 0        | 0       |
| <b>Attendance Totals</b> |           |   |   |   |   |           |   |   |   |   |  | <b>0</b> | <b>0</b> |    |    |          |         |

7. Here is a **sample** of the information in the **Assignment Area**.

Donald Dori Lisa Milton

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin

Grades and Attendance Standards Grades

### Class Score Detail:

| Course                 | Teacher      | Expression | Final Grade |
|------------------------|--------------|------------|-------------|
| Social Studies Grade K | Cahall, Lisa |            | --          |

Teacher Comments:

Section Description:

| Due Date   | Category | Assignment         | Grade / Codes |
|------------|----------|--------------------|---------------|
| 09/03/2014 | QZ       | Identify 50 States | ✖             |

Grades last updated on 08/29/2014

✔-Collected, ▲-Late, ■-Missing, ◆-Score is exempt from final grade

8. If an assignment appears in blue text, which is a link, you may select it for more information.

9. Below is a sample assignment description:

Donald Dori Lisa Milton

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin

Grades and Attendance Standards Grades

### Assignment Description: Gibson, Donald

|                 |   |
|-----------------|---|
| Teacher         | Cahall, Lisa  |
| Course          | Social Studies Grade K  |
| Assignment name | Identify 50 States  |
| Description     | For additional resources go to:<br><br><a href="#">Click Here to go to Google</a> |

10. To view information about Standards Grades (at the end of a trimester), click on the **Standards Grades** tab.

**Attendance By Class**

| Exp                      | Last Week |   |   |   | This Week |   |   |   | Course | T1   | T2 | T3 | F1 | Absences | Tardies  |   |
|--------------------------|-----------|---|---|---|-----------|---|---|---|--------|--|----|----|----|----------|----------|---|
|                          | M         | T | W | H | F         | M | T | W |        |  |    |    |    |          |          | H |
| HR1(M-F)                 |           |   |   |   |           |   |   |   |        | Homeroom Grade K<br>Cahall, Lisa - Rm: K1              | -- | -- | -- | --       | 0        | 0 |
| 1(M)                     |           |   |   |   |           |   |   |   |        | Mathematics Grade K<br>Cahall, Lisa - Rm: K1           | 3  | -- | -- | 3        | 0        | 0 |
| 5(M,Th)                  |           |   |   |   |           |   |   |   |        | English Language Arts Grade K<br>Cahall, Lisa - Rm: K1 | -- | -- | -- | --       | 0        | 0 |
| 1(T)                     |           |   |   |   |           |   |   |   |        | Science Grade K<br>Cahall, Lisa - Rm: K1               | -- | -- | -- | --       | 0        | 0 |
| 1(W)                     |           |   |   |   |           |   |   |   |        | Religion Grade K<br>Cahall, Lisa - Rm: K1              | -- | -- | -- | --       | 0        | 0 |
| 1(Th)                    |           |   |   |   |           |   |   |   |        | Social Studies Grade K<br>Cahall, Lisa - Rm: K1        | -- | -- | -- | --       | 0        | 0 |
| <b>Attendance Totals</b> |           |   |   |   |           |   |   |   |        |  |    |    |    | <b>0</b> | <b>0</b> |   |

11. Click on the text in blue (link) for more information.

**Standards Grades: Gibson, Donald**

Grades and Attendance | Standards Grades

Show Completed Classes

|  |
|--|
| <b>English Language Arts Grade K (Cahall, Lisa) F1</b> |
| <a href="#">Reading Foundational Skills</a> /          |

Click on the standard name to see the description and gradescale.  
 ● = Comment. Click on the score to see the comment text.

We hope the information provided will be helpful when discussing student assignments and progress with your child.