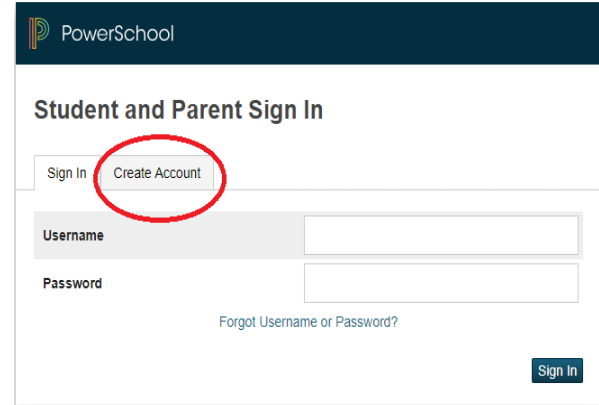


Create a PowerSchool Parent Portal Account

Parents/guardians of students may now create a single PowerSchool account that allows access to grading, attendance and course registration information for all of their students attending Bloomfield schools that use Parent Portal. This "Single Sign On" account links all your students to one account. More than one parent or guardian may create their own account.

When you click on the Parent Portal link for the first time, the PowerSchool Login window will open. (see illustration to the right) Do not enter a Username or Password. **You must first create an account.**

To do this, you will click on the "Create Account" tab. In the new window, select the "Create Account" button.



Create Parent Account

Parent Account Details

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 8 characters long •Contain at least one uppercase and one lowercase letter •Contain at least one letter and one number •Contain at least one special character

The **Create Parent Account** window will open.

- Enter your **First Name, Last Name** and **Email address** (each parent account must have a unique email address). Note: Remember this email account, as you will need if you forget your Username or Password.
- Type in whatever you'd like to use as your **Desired Username** and **Password**. Then **Re-enter password**.

Please note that all IDs, Usernames and Passwords are case sensitive and passwords must be a minimum of 8 characters and contain at least 1 uppercase letter, 1 lowercase letter, 1 special character (@,!,\$, and #), and 1 number.

Link Students to Account

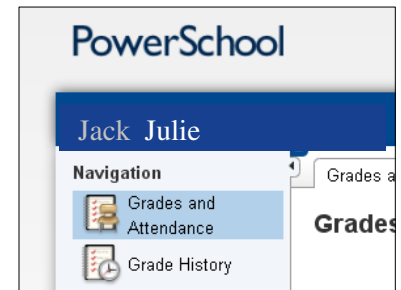
Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

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

How to Link Students to Account

- Type your **student's Full Name** (first last)
- Type in the **Access ID** and **Access Password** for this student (from the letter that you were sent from your student's school)
- Select your **Relationship** to the student
- Repeat for each student you want to add to your account. (You will be able to add other students later, if more convenient.)
- Click the **Enter** button when done

- ❖ The PowerSchool Parent and Student Sign In window will open again and you will see *Account Created Successfully*.
- ❖ Now you can log in to PowerSchool using your **newly created** Username and Password.
- ❖ Once you are logged into PowerSchool, you will see the name(s) of your linked student(s) at the top left of the screen.
- ❖ Click a name to switch back and forth between them.



Note: If you cannot remember your Username and/or Password, click the "Forgot Username or Password?" link on the Sign In screen.