

How to Create a Parent Account

1. Open your Web browser and go to <https://powerschool.pcschools.us/public/home.html> . The Student and Parent Sign In page appears.
2. Click the Create Account tab. The Create Account page appears.
3. Click Create Account. The Create Parent Account page appears.
4. Use the following table to enter information in the Create Parent Account section:

Field	Description
First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address. The email address you enter is used to send you select information, as well as account recovery notices and account changes confirmations.
Desired Username	Enter the username you would like to use when signing in to the PowerSchool Student and Parent portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name.
Password	Enter the password you would like to use when signing in to the PowerSchool Student and Parent portal.
Re-Enter Password	Enter your password again exactly as you entered it in the above field.

5. Use the following table to enter information in Link Students to Account section:

Field	Description
Student Name	Enter the first and last name of the student you want to add to your account. Note: Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.
Access ID	Enter the parent access ID for the student. Note: If you do not have this information, contact your school. This information cannot be given over the phone or via email. It will be mailed to the address in PowerSchool.
Access Password	Enter the parent access password for the student. Note: If you do not have this information, contact your school. This information cannot be given over the phone or via email. It will be mailed to the address in PowerSchool.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

6. Click Enter. The Student and Parent Sign In page appears.