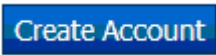
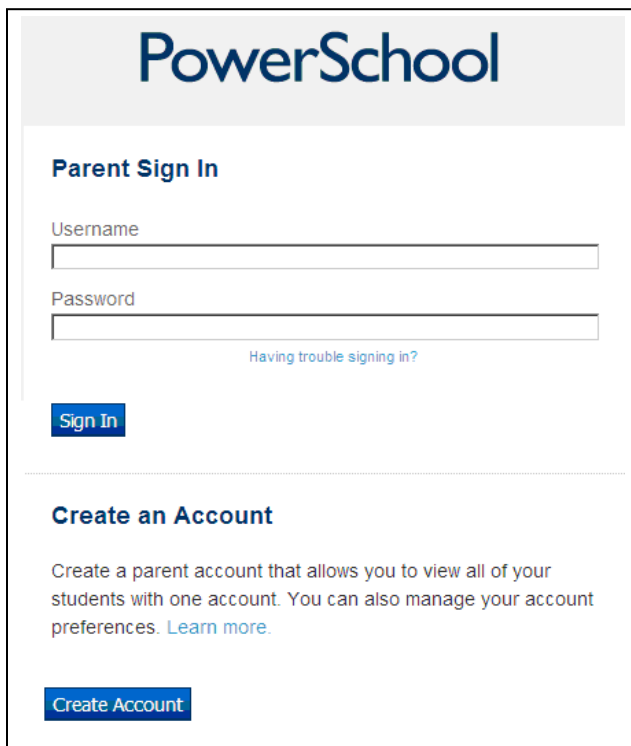


Beginning **December 23rd, 2011**, parent access to the PowerSchool parent portal will be via a new single sign-on account. This enables parents of students in grades 4-12 (K-3 students do not have grade and course information in PowerSchool) to create their own PowerSchool account, choosing the username and password they wish to use, and assign each of their children to their new account. Previously parent portal users had separate accounts for each of their children. Enabling this feature requires all parent/guardians to create an account to establish their new access to PowerSchool. Before you begin, you will need the username and password you are currently using to access each of your children parent portal account. These usernames and passwords will now be referred to as your child's **access ID** and **access password**. **NOTE: When entering the access ID, it is now case sensitive along with the password. The access ID starts with the first 2 letters (both are uppercase) of the students last name followed by the child's student number.**

The web address for the East Greenbush CSD parent portal is: <https://ps.egcsd.org/public/home.html>

To get started, click on  on the login page as indicated in the snapshot below.




The screenshot shows the PowerSchool parent portal interface. At the top is the PowerSchool logo. Below it is the 'Parent Sign In' section with fields for 'Username' and 'Password', a 'Sign In' button, and a link for 'Having trouble signing in?'. Below that is the 'Create an Account' section with a brief description and a 'Create Account' button.

The first section on the new page, **Create Parent Account**, (see snapshot below) requires you to enter the following information necessary to establish your new parent/guardian account; your first and last name, the email address you wish to use to receive communications from PowerSchool; and a unique username and password which you will use to login to PowerSchool. Keep the **username** simple, using letters and numbers, but no spaces (**DO NOT use any special characters in the username including: @, *, &, %**). The password must be at least 6 characters. Re-enter the password to ensure you did not mistype it the first time. Understand that your password is the key to securing your account, the stronger the password the more secure it is. Using a combination of letters, numbers, punctuation and symbols will produce a stronger password. Do not share your account information with anyone. Each parent/guardian may create their own account.

The second section on this page, **Link Students to Account**, requires you to enter the following information for at least one student: Student's name, access ID (username which was previously used to access the Parent Portal), access password (password which was previously used to access the Parent Portal), and **your** relationship to the student. **NOTE: The access ID is now case sensitive along with the password. The access ID starts with the first 2 letters (both are uppercase) of the students last name followed by the child's student number.** Remember your child's access ID and access password are the same as what parents used for logging directly into PowerSchool prior to the implementation of the new Single Sign-On

feature, **except that the access ID is now case sensitive and should begin with 2 capital letters**. You may enter the information for up to 7 students. If you have more than seven students you will need to create more than one account.

Be sure to click  to save your account information! Below is a snapshot of a sample account.

As you save your information, you will receive an error message if any piece of your information is missing or incorrect. If you receive an error, be sure to correct or fill in the missing information, retype your password and access passwords and save once more. Once you have successfully created your new account, use your new username and password to login to PowerSchool. If you need to add additional students you may do so after logging in by clicking on the **Account Preferences** icon, clicking on the

PowerSchool

Create Parent Account

First Name:

Last Name:

Email:

Desired Username:

Password:

Re-enter Password:

Strongest

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

Student Name	Access ID	Access Password	Relationship
1. <input type="text" value="Joe"/>	<input type="text" value="SM123456"/>	<input type="password" value="....."/>	<input type="text" value="Father"/>
2. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
3. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
4. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
5. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
6. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
7. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose

Username: Choose something simple. Do not use a space or special characters like @, *, &, %, etc. in your username.

The Access ID starts with 2 capital letters. In the past, it was not case sensitive and would work with lowercase letters.

Relationship: Select your relationship to the student (i.e. Mother, Father, etc.)

Students tab, and then clicking on the **Add +**. Each of your student's names will show side by side on the navigation bar, on the left side below the icons, linking you to available functions in the PowerSchool parent portal for each student. Click the student's name in the navigation bar to view that student's information.

PowerSchool

Joe

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Account Preferences

Profile Students

Account Preferences - Students

To add a student to your Parent account, click the ADD button.

My Students **Add +**

Joe Smith

For further assistance in using PowerSchool's parent portal, you can click on the [Help](#) link located in the upper right hand corner of you web page next to the [Sign Out](#) link.

Questions and comments can be emailed to: PortalHelp@egcsd.org