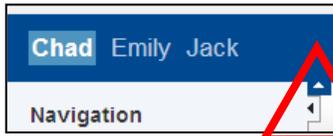
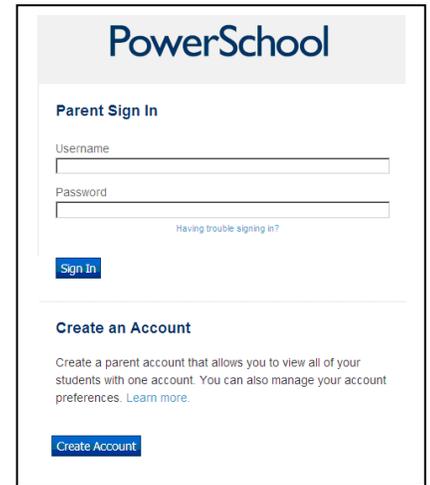


PowerSchool Parent Portal Users Guide

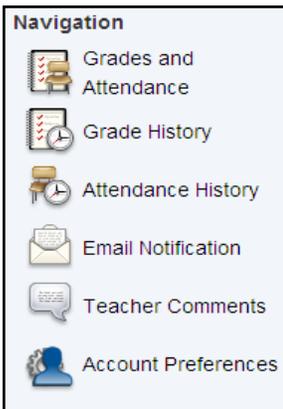
1. Open your web browser (such as Internet Explorer) and go to: **https://ps.egcsd.org/public**. Note: Most website addresses begin with http://www... Our PowerSchool website does not. Add the login page to your favorites or bookmarks so you will not have to remember or type the address again.
2. Create an account (unless you already have one) which will gain you access to PowerSchool. During the account creation, you will need to add your child's account Access ID and Access password.



3. Once you are logged in, you will see all the children you have linked to your account on the left side in the blue bar (see picture to the left). Click on a different child to see their information.

Please note the arrows in the triangle. They can be used to expanded or collapse the upper and left frames on the screen.

4. In the Navigation frame on the left (see picture below) you will see several options for different information you can select to look at. Below are the details about each menu option.



A. Grades and Attendance: Lists the grades and attendance for each class the student is taking for the year.

- a. Click on the numeric average to view the individual assignments and grades used to make up that average. You will find other blue text links that can be clicked for more information. Grades for the current term will be updated as often as the instructor updates their grade book.
- b. Absent/tardy information per period for the current week, last week and term totals are shown on this screen, too. Click the blue attendance number for detailed information.

B. Grade History: Lists the grades for each term in the current school year.

C. Attendance History: List of attendance by day for the current term. There is a legend at the bottom of the PowerSchool page which indicates what the codes stand for. If there is a "--" shown for the day, it means there was no school that day or the class does not meet that day.

D. Email Notification: Here you can setup to receive periodic reports about your child attendance, grades or assignments. School Announcements and Balance Alerts features are not supported.

E. Teacher Comments: List the comments that the teacher entered at the end of the selected Reporting Term.

F. Account Preferences: Can be used to change your Parent Portal account information including email address, username, and password. This is also the places where you can add additional children linked to your account.

5. When you are done with PowerSchool, click the **Sign Out** link in the upper right hand corner of the screen. If you do not logout, PowerSchool will log you out automatically after ten minutes. If PowerSchool logs you out and you try to access something on the page, you will be taken back to the PowerSchool login screen.

6. Codes Used for Attendance

At the bottom of any screen that shows attendance codes, you will find a **legend**. The legend will tell you the meaning of each code. Attendance codes may change in the future as our needs change.

7. **Codes Used to Label Averages:** On the **Grades and Attendance** screen and other screens **codes** are used to label averages. Below is a summary of the codes used and their meaning:

Grade Average Codes	Explanation
T1, T2, T3	Elementary schools only run on Trimesters. T1 is Trimester 1, T2 is Trimester 2 and T3 is Trimester 3.
E1, E2, E3	Elementary School effort associated with trimester
Q1, Q2, Q3, Q4	Middle and high school quarter grades
R1, R2, R3	Regents exam scores for January, June, and August regents, respectively.
A1	Score for the January mid-term exam
M1, M2, M3, M4	Mid-quarter term progress comments.
L1	Score on local exam or course final exam (not Regents exam)

8. How quarter averages are calculated is up to the individual teachers. Some teachers calculate a simple average, others weight grade categories. Contact the teacher for more information.
9. Some screens will show **courses** that are not graded. Some examples are lunch, study hall, DEAR, and homeroom. PowerSchool does not let us remove these courses from screens or e-mail notifications.

Questions and Answers

1. Whom should I call if I have a question?

Question Topic	Person to Contact
Grades for class assignments during the current semester	Your student's teacher. Teachers' email contact information is available by hovering over or clicking on the teacher's name.
Attendance in a specific class on a specific day	Your student's teacher.
General attendance questions, and questions related to absences excused by parents/guardians	School attendance secretary
PowerSchool information and feedback	PortalHelp@egcsd.org

2. Can I change my password?

Yes, you can do that via the Account Preference icon under the Profile tab.

3. What is required to connect to the PowerSchool server?

Users need the following to connect to the Internet:

- A computer with a connection to the Internet
- Internet Explorer 5.01 or Netscape 5.0 or more recent
- An Access ID and Access Password which was assigned to your child. If you do not have one, contact your child's school. Access ID's and Access Passwords are given to all students in grades 4-12. Students in grades k-3 do not have course information or grades in PowerSchool.