

## SINGLE SIGN ON FOR THE PARENT PORTAL

We have enable the new Single Sign On for the Parent Portal. Please follow the directions below to create a single parent/guardian account that will encompass all of your children's information.

From your internet browser, go to the PowerSchool Parent Portal:

<https://powerschool.swartzcreek.org/public/home.html>

You will note that the log in screen has changed. **The first thing you have to do is [CREATE AN ACCOUNT](#). Do not try and log in with your old username and password on this screen; you will receive an error message.**

The image shows a screenshot of the PowerSchool Parent Portal interface. At the top, the 'PowerSchool' logo is displayed in blue. Below the logo, there are two main sections. The first section is titled 'Login' and contains two input fields: 'User Name' and 'Password'. Both fields are empty and have a large red 'X' over them, indicating an error. Below the password field, there is a link that says 'Having trouble logging in?'. At the bottom of the login section is a blue 'Submit' button. The second section is titled 'Create an Account' and contains a paragraph of text: 'Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)'. At the bottom of this section is a blue 'Create Account' button.

To create a parent/guardian account, you will need to enter the following information:

- **Name:** Your first and last name.
  - **Email:** Student notifications and correspondence related to your parent/guardian account will be sent to this email.
  - **Desired Username:** This will be your unique PowerSchool identity. This is what you will use to log onto the Parent Portal from now on.
  - **Password:** Your password must be at least 6 characters long. This will be the password you use from now on.
  - **Student Access ID:** This is your student's ID number. The same username you used in the past.
  - **Access Password :** This is your student's ENTIRE birthdate. All 8 numbers, no slashes or dashes. If you student's birthdate is May 1, 2009 the password would be 05012009
  - **Relationship:** Please choose a relationship
- \*First and Last name of student MUST be entered EXACTLY as it is in PowerSchool. Please enter your student's entire first name. Do not enter nicknames. For example if your student's is Christopher please don't try entering Chris.**

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## Create Parent Account

First Name	<input type="text" value="Susie"/>
Last Name	<input type="text" value="Jones"/>
Email	<input type="text" value="sjones@yahoo.com"/>
Desired Username	<input type="text" value="sjones"/>
Password	<input type="password" value="....."/>  <b>Strong</b>
Re-enter Password	<input type="password" value="....."/>

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="Tina Jones"/>	<input type="text" value="Jon112"/>	<input type="password" value="...."/>	<input type="text" value="Daughter"/>

Once you have created your account and added your child(ren), click ENTER. You will then be directed back to a log in screen where you will use your **NEW Username and Password** that you just created.

# PowerSchool

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

## Login

User Name

Password

[Having trouble logging in?](#)

**Submit**

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After logging in, you will see the main Parent Portal screen. Across the top, you will see a tab for each of your children.

Clicking on the **Account Preferences** tab on the left brings you to an Account Preferences – Profile screen. Here you can change your email address, username or password.

Selecting the **Students Tab** from the Account Preferences screen takes you to a screen where you can add additional children to your account. Once again, you will need to know the **original Parent Web ID** (student ID number) and **Web Password** (entire birthdate) for that student.