

ParentPortal Login Instructions

Parent Single Sign-On offers a number of benefits, including access to multiple students with one sign in, a personalized account for each parent and guardian, and the ability for parents to retrieve their own sign in information .

1. Open your Web browser to www.ppsb.org. Click on PowerSchool > ParentPortal. The login page appears.
2. Click **Create Account**. The Create Parent/Guardian Account page appears.
3. Use the following table to enter information in the Create Parent/Guardian 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. For more information, see <i>Email Notifications</i> .
Desired User Name	Enter the user name you would like to use when logging into the PowerSchool Parent Portal. The user name must be unique. This is NOT the login from last year. If you enter a user name that is already in use, you will be prompted to select another user name.
Password	Enter the password you would like to use when logging into the PowerSchool Parent Portal. The password must be unique and a minimum of 6 characters and is NOT the password you used last year.
Re-enter Password	The password you enter must match the password entered in the Password field.

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

Field	Description
Student Name	Enter the first name and last name of the student you want to add to your account. You must have legal and parental rights to the student. NOTE: Regardless of the name you enter, the system will populate the name based on the Access ID and Access Password for the student.
Access ID	Enter the unique Access ID for the student. This is from the card you received from the school with your student's name and info on it. NOTE: If you do not have this information, contact your school.
Access Password	Enter the unique Access Password for the student. This is from the card you received from the school with your student's name and info on it. NOTE: If you do not have this information, contact your school.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

5. Click **Enter**. The Login page appears. To continue, enter your User Name and Password. Click **Sign In**.

Please contact your student's school if you have any questions.