

PowerSchool Parent Portal with Single Sign-On

The Power of the application comes from understanding what it can do and how it can help you participate in your child's education.

Introduction

PowerSchool's Parent Portal is a tool integrated into the PowerSchool Student Information System (SIS) specifically developed for parents. In previous versions of the application there was a separate login and password for each student requiring a parent to login in multiple times if they had more than one student attending Zionsville Community Schools. This year we are introducing the new Parent Single Sign-On feature of the application. Parent Single Sign-On offers a number of benefits, including:

- access to multiple students with one login
- a personalized account for each parent and guardian

Let's Get Started

To get started, you must create your PowerSchool account and attach students.

Creating Your PowerSchool Parent Portal Account

Before you can log in to PowerSchool Parent Portal, you will need to create your account and associate students to it. You will need to know the login and password that your student uses to login to PowerSchool, Canvas, etc. Typically your student's login is firstname-lastname (e.g., susie-sandbox) and their password is their lunch PIN. If you do not know your child's login, please ask them or contact your child's school for assistance.

For purposes of creating your PowerSchool Parent Portal Account it is important to note that when it asks for your student's

- ***Access ID - you will need to enter their password (or lunch PIN).***
- ***Access Password – you will need to enter their login (e.g., firstname-lastname) in lower case.***

We understand that this may not be intuitive, but the access ID's could not be populated with the student logins.

Please refer to the next two pages for step by step instructions for setting up your parent portal account.

PROCESS STEPS

Launch a web browser (Internet Explorer, Chrome, Safari, or FireFox) and go to PowerSchool Parent Portal URL:

- ps.zcs.k12.in.us/public/
(NO www at the beginning)

If this is your first time to this screen you must click

Create Account

to setup your account and get started.

If you have already created an account enter your user name and password and click

Sign In

Creating an account requires 2 steps: creating the actual account and linking student to the account.

Create Account

Enter the following:

- First Name
- Last Name
- Unique Email account
- Unique login name
- Password

Link Students

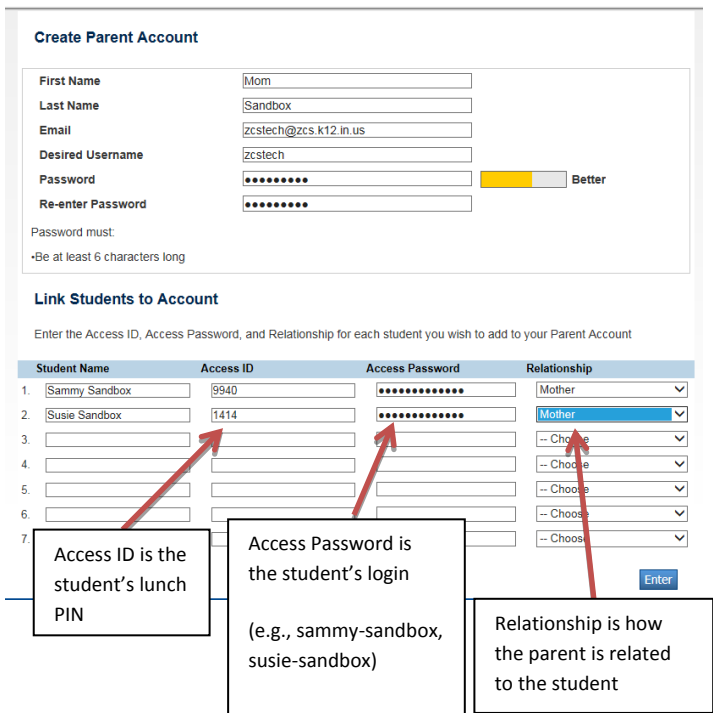
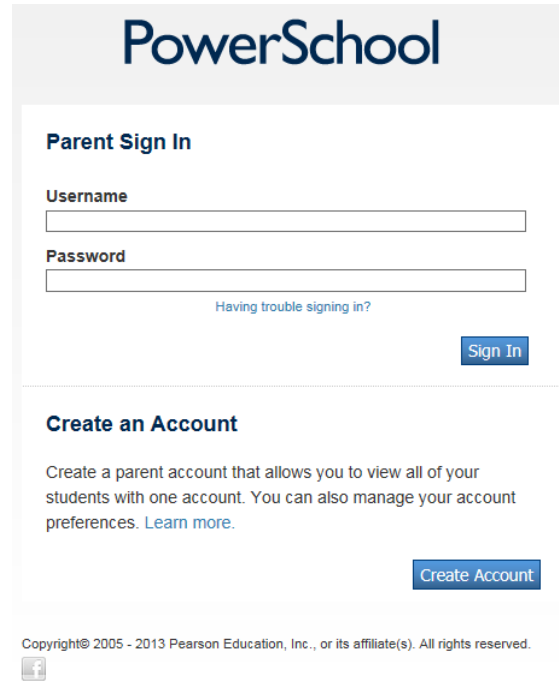
You must know the students lunch PIN and loginid to link them. Enter the following to make the link:

- Student's name
- Lunch Pin in the Access ID field
- Loginid in the Access Password field (in lower case)
- Your relationship to the student

Once all information is entered click on

enter

SCREEN SHOTS



Access ID is the student's lunch PIN

Access Password is the student's login
(e.g., sammy-sandbox, susie-sandbox)

Relationship is how the parent is related to the student

When your account is successfully created you will see this page. Use the user name and password you entered in the previous step to login to the parent portal.

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?](#)



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Navigation Bar

The navigation bar appears at the top of the PowerSchool Parent Portal start page, and is common to every page in the application.

PowerSchool Logo - Click to return to the start page

Sign Out- Click to log out of PowerSchool Parent Portal.



Student - Select between students by clicking on name

Printer Icon

In the navigation bar is a printer icon.



Click this icon to print the current page for your records.










Alio CASH Icon



Use this icon (found at the bottom of the Grades and Attendance page) to view an online version of your textbook rental statement and balance.

Main Menu

The main menu consists of several icons and includes links to the following features:

FIELD	DESCRIPTION
 Grades and Attendance	Click to view student grades and attendance for the current term. For more information, see Grades and Attendance .
 Grades History	Click to view student grades for the previous term. For more information, see Grade History .
 Attendance History	Click to view attendance history for the current term. For more information, see Attendance History .
 Teacher Comments	Click to view any teacher comments. For more information, see Teacher Comments .
 Account Preferences	Use this feature to update account information and add/delete student associations. For more information, see Account Preferences .
 Access Logs	Use this to review all parent and student access to this student's PowerSchool information.
 Honor Roll	Use this to review all the terms for which this student achieved the honor roll. Please Note: This applies only to our middle schools and high school.
 My Schedule	Use this to view your student's schedule. This is visible in a matrix view that shows only current term or a list view that shows all terms. Also, if you click on the Weekly Schedule tab, you can view the schedule with times.
 Test Scores	Use this to view your student's ECA, SAT, ACT, and AP test scores. Please Note: This applies only to high school students.

Work with the Main Menu

Read this section to understand the basics of working with the main menu.

NOTE: You do not need to complete the activities in any particular order, but you should be familiar with all of them.

Grades and Attendance

Use this page to view the grades and attendance for the student in the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

To send an email to the teacher, click the name of the teacher. **To use this function, your web browser must be properly configured.**

Snap-shot of last 2 weeks attendance

To view information for dropped classes, click [Show dropped classes also](#)

Grades and Attendance

Attendance By Class														Course	S1	Absences	Tardies		
Exp	Last Week						This Week												
	M	T	W	H	F	S	S	M	T	W	H	F	S	S					
1(A)		A	A					SR	SR						Criminal Justice Baldwin, D	B+ 89	3	2	
Attendance Totals																		3	2

Current weighted GPA (S1):
[Show dropped classes also](#)

Legend
Attendance Codes: A=Absent | E=Entered | SR=School Related | T=Tardy |
Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

To view grade detail, click a grade in the term column. The [Class Score Detail](#) page appears.

Class Score Detail

Course	Teacher	Expression	Final Grade ¹
Criminal Justice	Baldwin, D	1(A)	B+ 89%

Teacher Comments: Meets lab/classroom work experience.

Due Date	Category	Assignment	Score	%	Grid
06/26/2008	WB	WBWK6	100/100	100	A
06/24/2008	WB	WBWK7	80/100	80	B-
06/26/2008	WB	WBWK8	100/100	100	A
06/26/2008	WB	WBWK9	60/100	60	D-
06/27/2008	PRD3	Assign 1	80/100	80	B-
06/27/2008	ATT	ATTWK1	100/100	100	A
06/27/2008	WB	WBWK1	100/100	100	A

^ - Score is exempt from final grade. * - Assignment is not included in final grade.
¹ - This final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher.

Print Page

To view attendance dates click on the Absences or Tardies number.

Dates of Attendance

Dates of all absences for Criminal Justice Exp. 1(A) (3333.1) for Sum 07:


1. 1(A) - Wednesday, June 25, 2008 - A
2. 1(A) - Tuesday, July 22, 2008 - A
3. 1(A) - Wednesday, July 23, 2008 - A

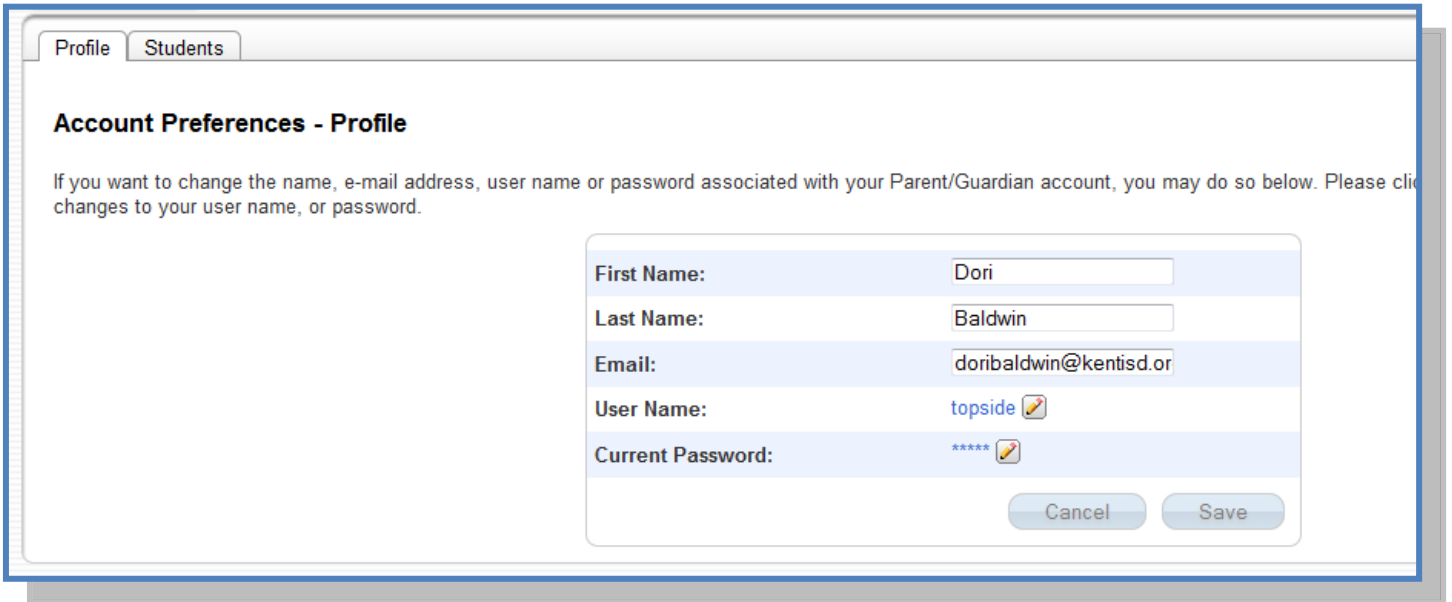
Dates of Attendance

Dates of all tardies for Criminal Justice Exp. 1(A) (3333.1) for Sum 07:

1. 1(A) - Monday, July 7, 2008 - T
2. 1(A) - Thursday, July 10, 2008 - T

Account Preferences



Use this page to change account login information and add/delete student associations. To add additional students to this account you will need to know the students access ID and access password. Edit user name and password by clicking on the  icon.



Profile Students

Account Preferences - Profile

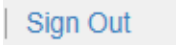
If you want to change the name, e-mail address, user name or password associated with your Parent/Guardian account, you may do so below. Please click the edit icon to make changes to your user name, or password.

First Name:	<input type="text" value="Dori"/>
Last Name:	<input type="text" value="Baldwin"/>
Email:	<input type="text" value="doribaldwin@kentisd.or"/>
User Name:	<input type="text" value="topside"/> 
Current Password:	<input type="password" value="*****"/> 

Cancel Save

Quit PowerSchool Parent Portal

When finished working in PowerSchool Parent Portal, it is important to log out of the application. You can log out of PowerSchool Parent Portal from any page in the application.

To log out, click  in the upper right corner of the screen.

NOTE: If you are not actively working in PowerSchool Parent Portal, your session may timeout. If so, you need to log in again.