


## Student/Parent Portal Instructions

Website address: <https://portal.owassops.org/public>

First Login

**Students:** Enter user name and passwords into upper portion of screen.

**Parent:** Create an account using the information provided by the school site by clicking on Create an account. A single account can be created for a parent to view all of their students under one login.



**Login**

User Name

Password

[Having trouble logging in?](#)

**Create an Account**

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.](#)

Parents can create their own username and password using the information provided by the school site by clicking on “Create Account” and completing the screen below:

If not all of the student access passwords are known at this time, they can be added to the account at a later time. But, a parent must have at least one Access ID and Access Password to create the parent account.

# PowerSchool

**Create Parent/Guardian Account**

First Name

Last Name

Email

Desired User Name

Password

Re-enter Password

**Link Students to Account**

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

Student Name	Access ID	Access Password	Relationship
1. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
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

Complete the information on the screen, parent/guardian first name, last name, email address, desired username, and desired password. Then, enter the student name access id and access password provided to you by the school site, and choose a relationship type from the drop down menu.

# PowerSchool

**Create Parent/Guardian Account**

First Name

Last Name

Email

Desired User Name

Password   Better

Re-enter Password

**Link Students to Account**

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

Student Name	Access ID	Access Password	Relationship
1. Averie McCloskey	38042	*****	Mother, natural/adoptive
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

Click Enter – A new Login screen will appear (pictured below).

Enter the username and password that was created for the parent account.

# 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?](#)

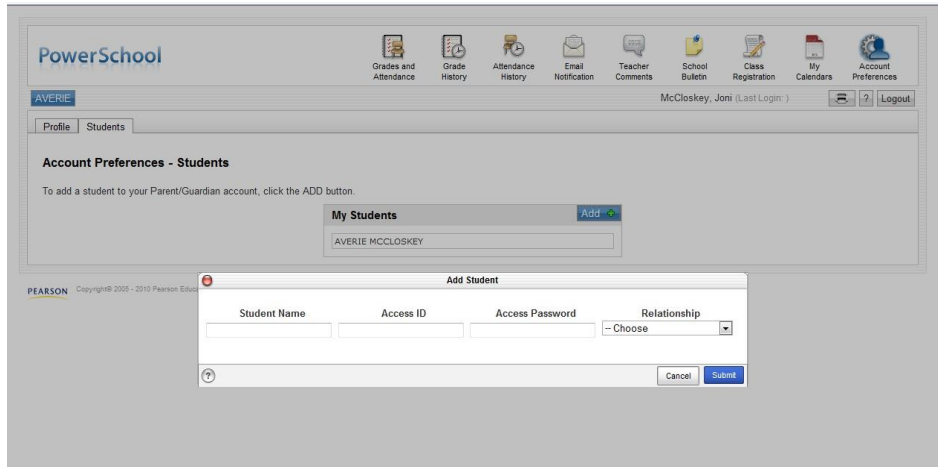
Submit

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**ADDING ADDITIONAL STUDENTS** If you did not receive all of your children's access numbers you may add them by going to the Account Preference Link-Student Tab and clicking on "Add".

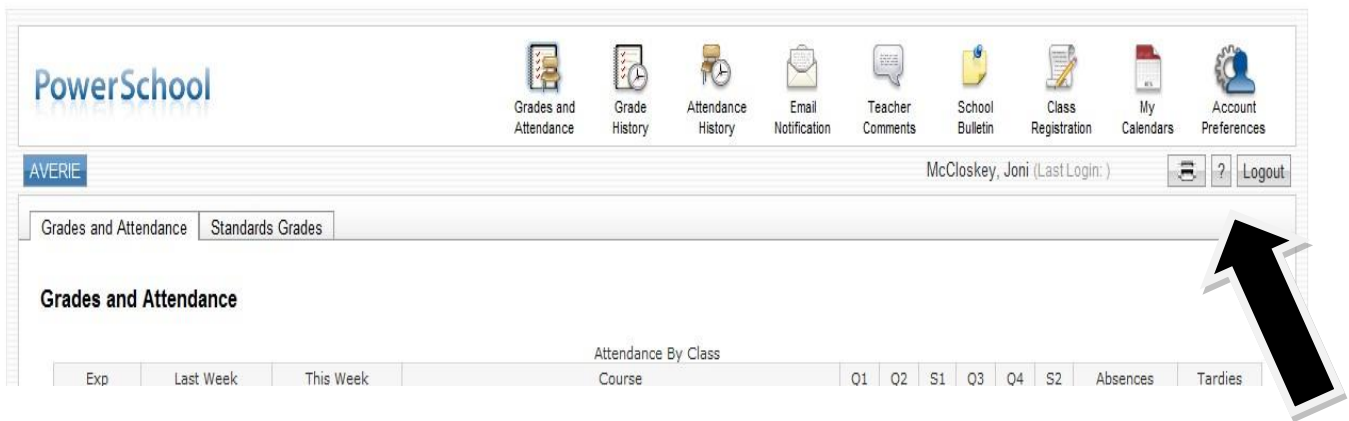
The screenshot shows the PowerSchool user interface. At the top, there is a navigation bar with icons for Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, My Calendars, and Account Preferences. The 'Account Preferences' link is highlighted with a large black arrow. Below the navigation bar, the user's name 'McCloskey, Joni (Last Login: )' and a 'Logout' button are visible. The main content area is titled 'Account Preferences - Students' and contains a 'My Students' section with an 'Add' button and a list of students, including 'AVERIE MCCLOSKEY'. The 'Students' tab is selected, and the 'Add' button is highlighted with a large black arrow. Another large black arrow points to the 'Students' tab.

Another Screen will pop up for the additional student to be added. (repeat for each student). Type in the student information and submit.



## HELP FUNCTION

All Screens have a help function which can be displayed by clicking on the ? in the upper right hand corner.



\*\*\*\*Please contact the school site/teacher for any questions you may have regarding information contained in the student/parent portal.