

PowerSchool Parent Portal **Single Sign On Information & Instructions**

A parent/guardian account allows you to view the information for one or more of your students with a single login.

To create a parent account, you will need the Parent Portal letter from your student's school containing student access information and required parent/guardian information.

Please Note: If you already have an account and only need to link additional students, log in to the Parent Portal and then refer to **Add to an Existing Account** below.

How-To Instructions

Create a New Account

To begin using the new parent portal, you must first create your new account. As an aid to help you through this process, just follow the steps below. This only needs to be completed one time.

Each parent/guardian may use and share the same account, or create separate accounts and individually customize account preferences.

Go to <https://wsps.powerschool.com/public/home.html> and click the "Create Account" tab and then click on Create Account.

Enter the required information contained in your Parent Portal Letter.

If you have multiple students, choose one to begin the process.

For “Student Name” enter first and last name. Using the credentials provided on your student’s Parent Portal letter, enter the “Access ID” and “Access Password.” Note that this will be **unique** for each student and only needs to be entered once. Click on “Relationship” to select your relationship to that student. Do this for each student, using the **unique** Access ID & Password associated to that student.

Add to an Existing Account

Click “**Account Preferences**” (located on the menu bar at the left).

Then click the “**Students**” tab.

Click the “**Add+**” button on the right side of the screen.

A window will appear and you can enter the information for your student in this area (Student Name, Access ID, Access Password and Relationship – *which is listed below*) and click **Submit**. You will receive a **Changes Saved** message and under My Students, you will see the student you added. Repeat these steps to add any additional students to your PowerSchool Parent Portal Account.

Please note that you will receive separate letters for each student in your family which will contain each student's Access ID and Access Password.

Now you can logon using your new username and password you created. Once logged in, you will see the student's first names listed across the top left allowing you to easily select the desired student by clicking on their name.