

Step 1 : Create Parent Portal Account

- Go to the wsp.org website and click on the Families and Communities
- Then click on the PowerSchool link
- Click the “Create an Account” tab
- Then click on Create an Account
- Enter the information from the Parent Portal Letter (your name, email address, desired username, desired password, student name, student access ID, student access password, and your relationship to the student)

Step 2: Sign Back Into the Parent Portal

- There is a menu on the left-hand side of the screen
- Scroll all the way down to the bottom and click on the “Returning Student Annual Verification Form.”
- There will be some information and emergency contact information already there. You will need to scroll through the information and update and/or add needed information.
- Click “Submit” once all information is correct

If you have more than one student

- Click “Account Preferences” (located on the menu bar on the left)
- Click the “Students” tab
- Click the “Add+” button on the right side of the screen
- There will be an option to add the same information from the first child’s account

If you already have an account for another student

- Click “Account Preferences” (located on the menu bar on the left)
- Click the “Students” tab
- Click the “Add+” button on the right side of the screen
- There will be an option to add the same information from the first child’s account