

## How to create a Parent/Guardian Account

A parent/guardian account allows you to view the information for one or more students with a single login. You can also manage your personal account preferences.

1. Open your Web browser such as Internet Explorer, Firefox, Safari to <https://ps.powerschoolnops.com/public/> The Log In page appears.
2. Below the login boxes click on **Create an Account**

To create a parent/guardian account, enter the following information:

- ✓ Name - Your first and last name
  - ✓ Email - Student notifications and correspondence related to your parent/guardian account will be sent to this email
  - ✓ Desired User Name - Your user name is your unique PowerSchool identity
  - ✓ Password - Your password must be at least 6 characters long
  - ✓ Student Access Information - Information for a minimum of one student, including the student name, Access ID, Access Password, and your relationship to the student
- Note the Access ID and Access Password will be given to you from the school staff*

## How to Log In to PowerSchool Parent Portal

1. Open your Web browser such as Internet Explorer, Firefox, Safari to <https://ps.powerschoolnops.com/public/> The Log In page appears.
2. Enter your username in the first field. (this is the username that you created)
3. Enter your password in the second field. (this is the password that you created)  
Note: The characters appear as asterisks (\*) to ensure greater security when you log in. Do not use someone else's password or give your password to anyone else.
4. Click Enter. The PowerSchool Parent Portal start page appears.

## How to Recover Your Password

If you have forgotten your PowerSchool Parent Portal password, you will be unable to log into the PowerSchool Parent Portal. Use this procedure to recover your password. Once you provide your user name and email address, the system authenticates your information and sends a security token to your email address. Using the security token, you can then log back into the PowerSchool Parent Portal, where you will then be required to change your password.

*Note: The security token is only valid for 30 minutes. If it expires before you can reset your password, perform the How to Recover Your Password again.*

1. Open your Web browser such as Internet Explorer, Firefox, Safari to <https://ps.powerschoolnops.com/public/> The Log In page appears.
2. Click **Having trouble logging in?** The Recover Account Login Information page appears.
3. Click the **Forgot Password?** tab, if needed.
4. Enter your user name in the first field.
5. Enter your email address in the second field.
6. Click Enter. A confirmation message appears indicating an email has been sent to you with instructions for resetting your password.

## How to Recover Your User Name

If you have forgotten your PowerSchool Parent Portal user name, you will be unable to log into the PowerSchool Parent Portal. Use this procedure to recover your current user name. Once you provide your email address, your current user name will be sent to your email.

1. Open your Web browser such as Internet Explorer, Firefox, Safari to <https://ps.powerschoolnops.com/public/> The Log In page appears.
2. Click **Having trouble logging in?** The Recover Account Login Information

page appears.

3. Click the **Forgot User Name?** tab.

4. Enter your email address in the first field.

5. Click Enter. A confirmation message appears indicating an email has been sent to you with your current user name.

## PowerSchool Parent Portal Start Page

When you log in to PowerSchool Parent Portal, the start page appears. This page serves as the central point from which you begin your PowerSchool Parent Portal session. The PowerSchool Parent Portal start page consists of the following main areas:

### 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. The navigation bar includes the following information:

- [**PowerSchool Logo**] Click to return to the start page.
- [**Main Menu**] Contains links to PowerSchool Parent Portal functions.
- [**Student Tabs**] The first names of the students associated to your parent/guardian account appear in alphabetical order. Click the name of the student for whom you want to view information. The page refreshes and display information for the selected student. If you click the name of a student and the message "Student information is not available at this time." appears, contact your school's PowerSchool administrator.
- [**Your Name**] The first and last name of the person logged in. Your name should appear. If it does not, contact your school's PowerSchool administrator.
- [**Login**] In an effort to ensure that your account is secure and your information protected, the date and time of the last time you logged in appears next to your name. If you hover over the date and time, you can view how your last session ended — by logging out, timing out, or logging off due to multiple concurrent logins. You will not see how your last session ended if it ended for any other reason, such as a server reset. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school.
- [**Printer Icon**] Click to print a printer-friendly version of the page you are viewing. Additionally, the page includes the name of the selected student and the school and school district for that student.
- [**Help Icon**] Click to view page-specific online help.
- [**Logout**] Click to log out of PowerSchool Parent Portal.

### Main Menu

The main menu consists of several icons within the navigation bar and includes links to the following functions:

- **Grades and Attendance** Click to view student grades and attendance for the current term.
- **Grades History** Click to view student grades for the previous term.
- **Attendance History** Click to view attendance history for the current term.
- **Email Notification** Click to set the e-mail notifications you can receive on a regular basis. Also add additional email accounts you wish to receive notifications
- **Teacher Comments** Click to view any teacher comments.
- **School Bulletin** Click to view the current school bulletin.
- **Class Registration** Click to register for classes and view course requests. (*Only available during registration periods*)
- **My Calendars** Click to subscribe to specific homework and event calendars.
- **Account Preferences** Click to manage your PowerSchool Parent Portal account preferences.
  - Profile- update and change your password, primary email address
  - Students- add and delete students to your account

## **Quit PowerSchool Parent Portal**

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

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.

Click **Logout** in the navigation bar. The Log In page appears. You must enter your username and password again to redisplay the PowerSchool Parent Portal start page.