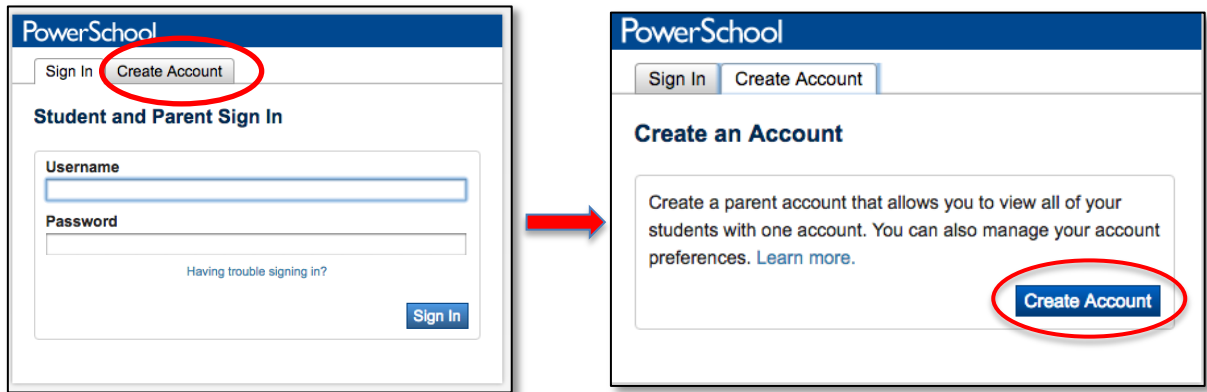


PowerSchool Parent Single Sign-On

How to Create an Account

- Obtain an Access ID and Access Password for each of your children.
- Go to the PowerSchool website: <https://powerschool.needham.k12.ma.us/public>
- Click the tab “**Create Account**” and on the next screen, click the button “**Create Account.**”



Create Parent Account

- Enter your (parent/guardian) information.

The screenshot shows the 'Create Parent Account' form. It has a heading 'Create Parent Account' and several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. Below the 'Password' field, there is a note: 'Password must: •Be at least 6 characters long'.

Please Note: Passwords are case sensitive.

Link Students to Account

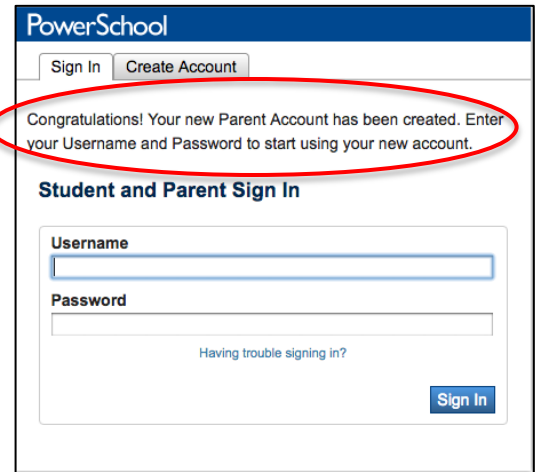
- You should have received a letter from each of your student’s school with the Access ID and Access Password.
- Enter the Student Name, Access ID, Access Password, and choose a Relationship to that student. You can enter information for up to 7 students. If you have more than 7 students, you will have an opportunity to link additional students after establishing the account.
- Don’t forget to click the **Enter** button when you are done entering all the information.

The screenshot shows the 'Link Students to Account' form. It has a heading 'Link Students to Account' and a sub-heading 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. Below this, there are three rows of input fields, each starting with a number in a small box (1, 2, 3). Each row has fields for 'Student Name', 'Access ID', 'Access Password', and 'Relationship' (with a dropdown menu). The 'Relationship' dropdown menu is currently set to '-- Choose'.

Please Note: Passwords are case sensitive.

Logging into Your PowerSchool Account

- When your account has been successfully created, you will be taken back to the PowerSchool Sign In screen.
- You will receive a message that your account has been created.
- You can now enter the username and password you established during the account creation process.



PowerSchool

Sign In Create Account

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

Student and Parent Sign In

Username

Password

Having trouble signing in?

Sign In

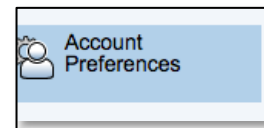
PowerSchool Parent Portal

- After logging in, you will see the names of each student linked to your account under the PowerSchool logo. You can easily switch between students in your family. Select a student name to view that student's information.



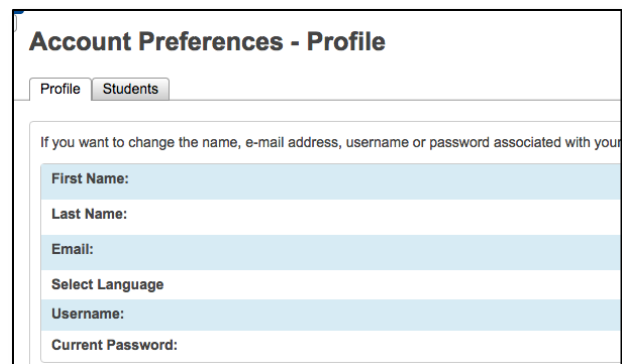
Managing Your Account

- You can manage your account by clicking on "Account Preferences" located in the Navigation side bar.



[Update your Email Address, or change your Username and Password](#)

- From the "Account Preferences" screen, click on the Profile tab. Here you can change your email address, username or password.



Account Preferences - Profile

Profile Students

If you want to change the name, e-mail address, username or password associated with your account, click the edit icon.

First Name:

Last Name:

Email:

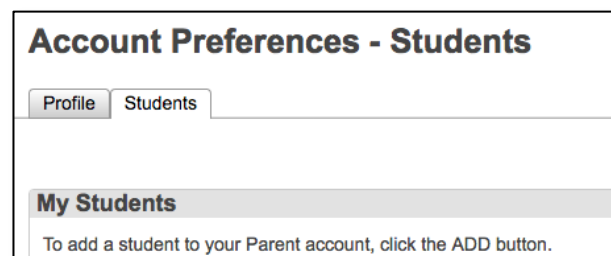
Select Language

Username:

Current Password:

[Add additional students to our account](#)

- Click on the Students tab to add additional students to your Parent Account.



Account Preferences - Students

Profile Students

My Students

To add a student to your Parent account, click the ADD button.

What if You Forget Your Login Information?

- On the PowerSchool Sign in Page, click on "Having Trouble Signing In?"

The image displays two screenshots of the PowerSchool login interface. The left screenshot shows the 'Student and Parent Sign In' page with a red circle around the 'Having trouble signing in?' link. The right screenshot shows the 'Recover Account Sign In Information' page with a red circle around the 'Forgot Password?' and 'Forgot Username?' tabs, and a red arrow pointing from the first screenshot to this page.

- Click on the "Forgot Password" or "Forgot Username" tab and complete the requested information.
- The system will authenticate your information and send you an email with instructions.

Please note: You only have 30 minutes after receiving the email to reset your Password. If you fail to reset the password in that allotted time, you will need to repeat the process.