

# Understanding PowerSchool Parent Portal with Single Sign-On

*The Power of the application comes from understanding what it can do and how it can help you participate in your child's education.*

## Introduction

PowerSchools Parent Portal is a tool integrated into the PowerSchool Student Information System (SIS) specifically developed for parents and students. In previous versions of the application there was a separate login and password for each student requiring a parent to login in multiple times if they had more than one student attending at LeMars Community Schools. This year we are introducing the new Parent Single Sign-On feature of the application. Parent Single Sign-On offers a number of benefits, including:

- access to multiple students with one login
- a personalized account for each parent and guardian
- the ability for parents/guardians to retrieve their own login information

### \*\*\*\*\* IMPORTANT INFORMATION \*\*\*\*\*

You should have your students Access ID and Access Password from last school year. **These values are needed to attach a student to your account.** If you do not have this information or have questions, contact the school your student attends to receive those usernames and passwords.

**Parent Portal Website access:** [www.ps.lemars.k12.ia.us](http://www.ps.lemars.k12.ia.us)  
or [www.lemarscsd.org](http://www.lemarscsd.org)—click on Powerschool Parent/Teacher link

### Timeline:

Parent Portal Single Sign-on **Opens—October 29**

**You will not be able to setup your account until the portal opens on the 29th**

**Once we open the new SSO portal, the parents old username and passwords will not work.**

**You will need to create a new account with your information using the instruction attached.**

- Instructions to setup your account are included and will be posted on the tech website at [www.lemarscsd.org](http://www.lemarscsd.org)
- Click the Single Sign-On Link to access the document
- A help video will also be available on tech website to walk you through the process

**Parent Help Session—October 30—MS Library 7:00 pm**

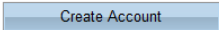

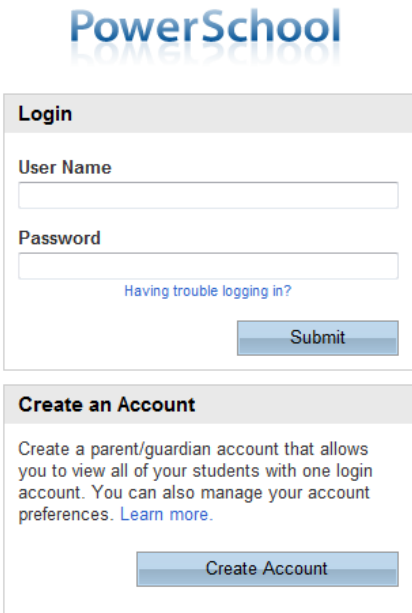
## Let's Get Started

To get started, you must create your PowerSchool account and attach students.

### Creating Your PowerSchool Parent Portal Account

Before you can log in to PowerSchool Parent Portal, you will need to create your account and associate students to it. You should have received your students Access ID and Access Password. These values are needed to attach a student to your account. If you do not have this information or have questions, contact the school your students attends to receive those username and passwords.

**NOTE:** *The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.*

PROCESS STEPS	SCREEN SHOTS
<p>Launch a web browser (Internet Explorer, Safari, or FireFox) and go to PowerSchool Parent Portal URL:</p> <ul style="list-style-type: none"><li>• <a href="http://ps.lemars.k12.ia.us">ps.lemars.k12.ia.us</a> (NO www at the beginning)</li></ul> <p>Since this is your first time to this screen you must click</p> <p></p> <p>to setup your account and get started.</p> <p>If you have already created an account enter your user name and password and click</p> <p></p>	 <p>The screenshot shows the PowerSchool Parent Portal interface. At the top is the PowerSchool logo. Below it is a 'Login' section with fields for 'User Name' and 'Password', a 'Submit' button, and a link for 'Having trouble logging in?'. Below the login section is a 'Create an Account' section with a 'Create Account' button. At the bottom of the page is the Pearson logo and copyright information: 'Copyright© 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com'.</p>

Creating an account requires 2 steps: creating the actual account and linking student to the account.

### Create Account

Enter the following:

- First Name
- Last Name
- Unique Email account
- Unique login name
- Password

### Link Students

You must know the students access ID and access Password to link them. Enter the following to make the link:

- Students name
- Access ID
- Access Password
- Your relationship

Once all information is entered click on

When your account is successfully created you will see this page. Use the user name and password you entered in the previous step to login to the parent portal.

## PowerSchool

**Create Parent/Guardian Account**

First Name	<input type="text" value="Barb"/>
Last Name	<input type="text" value="Johnson"/>
Email	<input type="text" value="barb123@yahoo.com"/>
Desired User Name	<input type="text" value="bjohnson"/>
Password	<input type="password" value="*****"/> <input type="checkbox"/> Strong
Re-enter Password	<input type="password" value="*****"/>

**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. Sue Johnson	<input type="text" value="sjohn"/>	<input type="password" value="*****"/>	Mother, natural/adoptive
2.	<input type="text"/>	<input type="password"/>	-- Choose
3.	<input type="text"/>	<input type="password"/>	-- Choose
4.	<input type="text"/>	<input type="password"/>	-- Choose
5.	<input type="text"/>	<input type="password"/>	-- Choose
6.	<input type="text"/>	<input type="password"/>	-- Choose
7.	<input type="text"/>	<input type="password"/>	-- Choose

PEARSON Copyright© 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. [www.PearsonSchoolSystems.com](http://www.PearsonSchoolSystems.com)

## 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?](#)

PEARSON Copyright© 2005 - 2009 Pearson Education, Inc., or its affiliate(s). All rights reserved. [www.PearsonSchoolSystems.com](http://www.PearsonSchoolSystems.com)