

Student: Smith, John
School: Southington Elementary School
Homeroom: 200

Instructions for PowerSchool Parent Portal

PARENTS/GUARDIANS:

Go to <https://ps.southingtonschools.org> or from the www.southingtonschools.org webpage, click on PARENT PORTAL at the top of the homepage. This will bring you to the PowerSchool Student and Parent Sign In page.

If you have previously signed into the PowerSchool Parent Portal - SIGN IN

SIGN IN to your existing PowerSchool Parent Portal Account. (This is the username and password you created for the annual PowerSchool registration or the one you may use for another student in the district.)

Forgot your username or password? Select "forgot username or password" on the bottom of the sign-in page and follow the instructions. Note: You might not receive the reset information immediately; it could take several hours. Also, always check your spam folder.

Need to add a student to your account? If you need to add a student to your existing Parent Portal account, after signing in, select Account Preferences, Students, then Click on Add. Add student using the information in step 2 below.

If you are NEW to the PowerSchool Parent Portal - CREATE AN ACCOUNT

From the Student and Parent Sign In page, select the **Create Account** tab, then select Create Account.

1. In the **Parent Account Details** section, create your parent account by entering:

- **YOUR** First Name, Last Name, and a valid email address
- Type in your desired username (it must be unique and cannot contain any symbols such as *, &, @)
- Enter your desired password (must be at least 6 characters long), re-enter password.

Make note of this username and password, as this will be the username and password you will use to log into the PowerSchool Parent Portal account from this point forward.

2. Add your students in the **Link Students to Account** section

- Enter your student's First and Last Name.
- Enter Access ID and Access password as follow (The letters are case sensitive):

Access Information for: **Smith, John**

Parent Access ID: <<999999ABC>>

Parent Access Password: <<654321>>

*Enter the information exactly as it appears; access IDs and passwords are case sensitive; be careful of O vs 0 and I vs 1

Note: EACH student will have their own unique ID and password.

- Select *your* relationship to the student.
- Repeat for additional students, using their unique Access ID & Password provided by your school in a separate letter.

3. Scroll down and hit Enter to submit your information complete the process of creating your Parent Portal account.

If successful, you will be directed to the login screen.

If you receive an error message, you must correct the error(s) and re-enter the parent passwords for all students listed.

Then press ENTER again.

Congratulations! You are now ready to log into PowerSchool.

If you are having trouble accessing or creating your account, please email us at powerschool@southingtonschools.org. Help can also be reached at **860-628-3200 x360**.

If you do not have internet access at home, it is available at the public library.