## **PowerSchool for Parents**

#### **Creating PowerSchool for Parents Account**

Please follow the instructions below to access your child's or children's information.

1. Request an access ID and password from your child's or children's school by using this URL:

http://pvs.k12.nm.us/new-parents/

Click on "SIGN-UP FOR POWERSCHOOL" and fill out the request at the bottom of the page.

You will receive a confirmation email with an Access ID and Access Password once you complete the online form.

2. Go to the PowerParent website by using this URL:

https://pvs.powerschool.com/public/pw.html

3. Click on "CREATE AN ACCOUNT" at the top of the window and then at the bottom right hand corner.

Pow	verSchool
Stude	ent and Parent Sign In
Sign II	Create Account
Create	an Account
Create a pa manage yo	arent account that allows you to view all of your students with one account. You can also ur account preferences. Learn more.
	Create Account
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- 4. Enter the following information
  - a. Your first name
  - b. Your last name
  - c. Your email address
  - d. A Username you choose your own Username
  - e. Your password you choose your own
  - f. Re-enter your password
  - g. Student Name
  - h. Access ID provided in the confirmation email
  - i. Access Password provided in the confirmation email
  - j. Relationship to the child
  - k. Repeat g through j for an additional children
  - I. Click enter at the bottom of the page

Create Parent Account										
First Name										
Last Name										
Email										
Desired Username										
Password										
Re-enter Password										
Password must:	•Be at least 8 characters long									
Link Students to Account										
Enter the Access ID, Access Password, and Re your Parent Account	lationship for each student you wish to add to									
Student Name										
Access ID										
Access Password										
Relationship	Choose									

5. Sign into PowerParent

Student and Pa	rent Sign In
Sign In Create Accourt	
Username	200
Password	
	Forgot Username or Password?

6. You may monitor grades, attendance and other student related information. You can also setup automated emails to notify you of grades and attendance on a regular basis.

Student Name

a.	Grades	Doword	Sohool														Welco	me, Sondra Adams	Help	S
b.	Attendance	Power	SCHOOL																	
c.	Assignments	Navigation	1																<u>ٹ</u>	
d.	Grade History	Grades and Attendance	s and Attendance:																	
e.	Automated emails	Grade History	Grades and	Attendan	ce Sta	indards G	rades													
f. Schedules g. Add more students	Attendance History						*tendance By Class													
	Add more students	Email Notification	Exp	М	Last We	ek H F	: M	This V	leek V H	F	Ce	Q1	Q2	S1	Q3	Q4	\$2	Absences	Tardies	s
		Teacher Comments	AM(A)							5	Sth Q	0	0	0	0	0	0	3	2	
		School Bulletin	PM(A)							5	5th Grade DM Attendance	0	0	0	0			3	0	
		Class Registration	P1(A)							. 5	5th Grade Math	91	87	89	88	83	87	0	0	
		My Schedule	P2(A)							. 5	Sth Grade Lancuane Arts	96	93	95	83	83	83	0	0	
		School	P3(A)							. 5	5th Grade Science	88	97	91	97	91	94	0	0	
		Account Preferences	P4(A)							. 5	5th Grade Social Studies	85	81	82	85	79	82	0	0	
			DE/A)								Eth Orada DE	400	400	400	400	400	100	n	٥	

### Signing into PowerSchool for Parents after an account has been created

After you have created your individual account you may access PowerParent by:

- 1. Go to the school district website at <u>www.pvs.k12.nm.us</u>
- 2. On the left hand side of the screen, in the dark green ribbon, click on the link "PARENTS."
- 3. On the parent screen, on the right hand side of the screen, look down the list of hits until you find "POWERSCHOOL FOR PARENTS."
- 4. At the login screen, enter the username and password that you created in step #4 of the setup and then click on "SIGN IN" at the bottom right hand corner of the screen.

# FAQs

#### Can more than one parent/guardian have access to a child's account?

Yes, but please note:

• Parents must have legal rights to view their child's school records.

• It is the responsibility of all parents and legal guardians to coordinate the sharing/protection of the login credentials.

#### How do I use PowerSchool?

Once you've logged into the system, you will see a screen that has icons on the left hand side.

By clicking on each of the links on the left side of the screen, you will be able to view current grades and attendance, grade and attendance history, teacher comments and information posted on the PowerSchool bulletin.

The Email Notification screen allows for automatic emailing of current grades and attendance to an email address or addresses that you specify.

#### Who do I contact if my child's information (grades, attendance, etc.) seems wrong?

Basic student information corrections: Front office of your child's school

Attendance: Attendance office of your child's school

<u>Assignment and/or Grade Concerns:</u> Please do not contact teachers regarding a grade until you have addressed your concern with your child. This service is not intended to increase the volume of calls/emails to teachers, but to assist you in working with your child first to address concerns before it is too late. Follow up with the teacher as needed afterward.

#### I forgot my user name and/or password!

Just go to the parent portal at http://pvs.powerschool.com/public and then click on "Having trouble signing in?"