PowerSchool Parent Portal Login Instructions

Each parent must create an account to use PowerSchool. (This is a one-time process, once created, you'll never need to create an account again.) You will need your child's Access ID & and Access Password in order to create your new account. This can be obtained from the school's office. This feature of PowerSchool will allow each parent to have his/her own username and password. It will also allow parents of multiple children to combine accounts, and gives the ability for a parent to allow a grandparent, guardian, divorced parent, or other designee the ability to have access to the child's grades. The person just needs to have the original Access ID and password to create an account for the child. (Students do not setup accounts in PowerSchool. They will use the account that was created for them by the school office. Student accounts end in S.)

DIRECTIONS:

1. Open a web browser to the PowerSchool Parent Portal using this web address: https://powerschool.brownsburg.k12.in.us
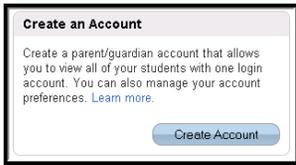
2. Go to the bottom of the parent portal page and create your account by clicking on the blue "Create Account" button.

3. In the Create Parent/Guardian Account section, fill in all of the boxes, including your chosen username and password. <u>Symbols</u> are allowed in the password but **not** in the username.

4. At the bottom of the page in the "Link Students to Account" section, there will be enough spaces to include up to seven children. You must know the Access ID and Access Password that was created in PowerSchool for each child's account. Keep in mind, when you are setting up a Guardian account, the Access ID always ends in G.

Make sure you type the Access ID and Password correctly, both fields are CASE SENSITIVE.

5. Click Enter to create your new account.

6. You will now need to login to the system using your new username and password. Use the Login box at the top of the screen to login.

7. You now have the name(s) of your children on tabs in the upper left corner under the PowerSchool logo, combined into one account.

8. To view each child's grades and attendance click on the correct tab displaying the child's name and the grades/attendance will appear for that child.

9. During Report Card availability time, the report card link will display below the name tab of your child. You will need to click on the correct child's name tab to view his/her report card for printing.

10. To change your username or password or to add additional children to your account click on the Account Preferences button in the top right corner of screen. The window will open in Profile view and allow you to change your username or password. Click on the Student link in the upper left corner of Profile screen, to add more children to your account.

REMINDER: Until you create your new account the login screen at the top of the parent portal page will <u>not</u> work.