

HOW TO SET UP SINGLE SIGN ON FOR PARENT PORTAL IN POWERSCHOOL

Before you can access your student(s) information, you MUST create your account which ties you to your student(s). **Even if you have your user name and password from last school year, this step must be done first.**

To create your own user account, you will need to have the user name and password assigned to the parent and your student(s) name(s) as they appear in PowerSchool.

Log on to PowerSchool directly:

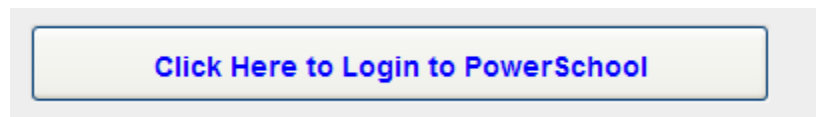
PowerSchool.topekapublicschools.net/public

OR

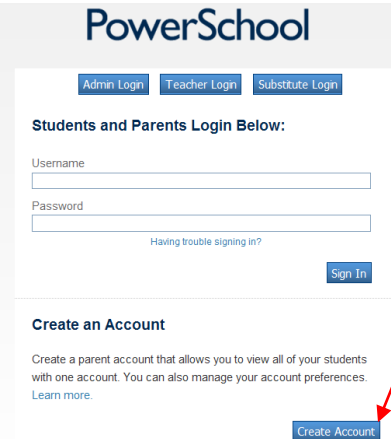
Log on to Topeka Public Schools website:

TopekaPublicSchools.net

From here select POWERSCHOOL, next click on this box:



When the window opens, scroll to the bottom and select CREATE ACCOUNT.



Here you will enter YOUR First name, YOUR Last name, YOUR email (email address where you want to be contacted from the school, teachers, administrators, etc.), **YOUR** Desired user

name, this should NOT be the same as the Access ID(s) that you were given to set up your account (Attachment A - Parent Letter Sample). Following these instructions will help maintain secure user credentials when there is more than one parent/guardian who will be maintaining separate accounts. **Next**, enter and verify the password you will use for your account. Passwords must be at least 4 characters long. **MAKE A NOTE OF THE DESIRED USERNAME AND PASSWORD AS THIS WILL BECOME YOUR USERNAME AND PASSWORD TO LOG INTO POWERSCHOOL.**

Create Parent Account

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must:
•Be at least 4 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

Student Name	Access ID	Access Password	Relationship
1. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="text"/>

To associate student(s) to YOUR ACCOUNT, enter your Student(s) name under the Student Name Column along with the unique Parent ACCESS ID and Parent ACCESS PASSWORD that you received from your student(s) school.

Press enter when finished. See example below:

Create Parent Account

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must:
•Be at least 4 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

Student Name	Access ID	Access Password	Relationship
1. <input type="text" value="Mary Ellen Test"/>	<input type="text" value="ParentAccessId-Student1"/>	<input type="password" value="....."/>	Mother <input type="text"/>
2. <input type="text" value="Beth Elizabeth Test"/>	<input type="text" value="ParentAccessId-Student2"/>	<input type="password" value="....."/>	Mother <input type="text"/>
3. <input type="text" value="Bob Edward Test"/>	<input type="text" value="ParentAccessId-Student3"/>	<input type="password" value="....."/>	Mother <input type="text"/>
4. <input type="text" value="Matthew Eric Test"/>	<input type="text" value="ParentAccessId-Student4"/>	<input type="password" value="....."/>	Mother <input type="text"/>
5. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="text"/>
6. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="text"/>

NOTES: 1) The ACCESS ID and ACCESS PASSWORD should match the values given to you by the school; they are UNIQUE for each student and they are NOT what your student(s) uses to login to PowerSchool

After successfully creating your account in PowerSchool you should get this message:



After you press enter, you will be returned to the log in page, where you will enter the Username and Password that you just set up for yourself. Each student can be selected from the links across the top of the page. Click on the student name to view their information.

This view is for Secondary schools only.

Exp	Last Week				This Week				Course	Q1	Q2	S1	Q3	Q4	S2	Absences	Tardies
	M	T	W	F	M	T	W	F									
1-4(A-C)									Culinary Arts * Staff, WIT	--	--	--				0	0
5(A,C)									Algebra 1 * Banks, Jennifer L	--	--	--				0	0
6(A-B)									Biology * Palmer, Donald G	--	--	--				0	0
7(A,C)									English 9 * Schnacker, Tracy S	--	--	--				0	0
Attendance Totals																0	0

You can select to view dropped classes (all classes) or only current classes from this page by clicking on the blue link here, which toggles from dropped classes to current classes.

Grades and Attendance: Cathey, Cathy

This view is for Elementary schools only.

Attendance By Class															
Exp	Last Week				This Week				Course	Q1	Q2	Q3	Q4	Absences	Tardies
	M	T	W	H	F	M	T	W							
1(A)									Reading 1 Garrett, Cherie E	DEV 65	--	--	--	0	0
2(A)									Spelling 1 Garrett, Cherie E	--	--	--	--	0	0
3(A)									Math 1 Garrett, Cherie E	--	--	--	--	0	0
4(A)									Social Studies 1 Garrett, Cherie E	--	--	--	--	0	0
5(A)									Phys Ed/Safety 1 Zeikle, Roy A	--	--	--	--	0	0
6(A)									Music 1 Holloman, Veronica	--	--	--	--	0	0

On the Elementary view, there is a STANDARDS GRADES TAB. By clicking on this you will see what STANDARDS are covered in the area where the grades are listed above.

Standards Grades: Cathey, Cathy

Show Completed Classes

Reading 1 (Garrett, Cherie) Q1
Reads sight words Dev

Elementary teachers have been asked to enter scores on the following schedule:

- Kindergarten – Enter at least 1 grade for core classes (Reading and Math) – MONTHLY
- Grades 1-2 – Enter at least 1 grade for core classes (Reading and Math) – BI-WEEKLY
- Grades 3-5 – Enter at least 1 grade for core classes (Reading and Math) - WEEKLY

By clicking on the Q1, *blue* DEV score, you will see what the assignments were and the scores given on the assignments.

Class Score Detail:

Course	Teacher	Expression	Final Grade ¹
Reading 1	Garrett, Cherie E	1(A)	DEV 65%

Teacher Comments:

Section Description:

Due Date	Category	Assignment	Codes	Score	%	Grd
08/20/2012	QZ	Reading - Quiz 2		10/20	50	BEG
08/21/2012	QZ	Reading		8/10	80	PRO
08/21/2012	HW	Reading 3		8/10	80	PRO

Legend

Grades last updated on 08/21/2012

✔ - Collected,
 ▲ - Late,
 ■ - Missing,
 ◆ - Score is exempt from final grade,
 ■ - Assignment is not included in final grade

¹ - This final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher.

Here you see that 2 of the assignment grades were covered using the district STANDARDS, and one of the assignments did not cover any of the district STANDARDS – or at least none were selected by the teacher.

Clicking on the [blue](#) Reading 3 (see above) will give you more information on the Assignment.

Grades and Attendance	Standards Grades
Assignment Description: Cathey, Cathy	
Teacher	Garrett, Cherie E
Course	Reading 1
Assignment name	Reading 3
Description	Read and practice sight words

The attendance code Legend is at the bottom of the start page.

Legend
Attendance Codes: Blank=Present A=Absent T=Tardy X=Excused U=Unexcused H=HomeBound C=Hospitalized I=In School Suspension J=Jail-Incarcerated O=Out of School Suspension S=School Activity L=Leave Early/Arrive Late B=Office
Citizenship Codes: H=Honorable S=Satisfactory N=Needs to improve U=Unsatisfactory

On the left in the Navigation field, you can view:

Grades and Attendance. This shows the Attendance for Last Week and This Week, as well as Grades for Q1, Q2, S1, Q3, Q4 and S2. The total absences and tardies for each class is listed on this page too.

Grade History. This screen is for secondary schools only. Elementary grades are not stored.

Attendance History. Lists the course, expression (period) and the quarter of attendance for the student selected for the current quarter.

Email Notification. This screen allows you to select whether or not you wish to receive BY EMAIL and HOW OFTEN to receive email for the following:

- **Summary of current grades and attendance**
- **Detail report showing assignment scores for each class**
- **Detail report of attendance**
- **School announcements**
- **Balance Alert – CURRENTLY NOT AVAILABLE**

Other email addresses may be added on this screen as well. You can also apply the settings to all of your students and/or select to receive the email immediately by clicking on the Send now for **STUDENT NAME?**

Click SUBMIT when finished

Teacher Comments. If a teacher enters comments you will see them here for the current classes.

School Bulletin. If your school uses the Electronic Bulletin in PowerSchool, you can view it here.

Class Registration. If your school participates in Electronic Registration, you can select classes for your student during the time set aside for registration at your school. Keep in mind that these are REQUESTS for a class NOT THE ACTUAL CLASSES YOUR STUDENT WILL RECEIVE.

My Calendars. This is not in use at this time by Topeka Public Schools.

Account Preferences. If you wish to change your Username or Current Password, you will go to this screen.

Profile Students

Account Preferences - Profile

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

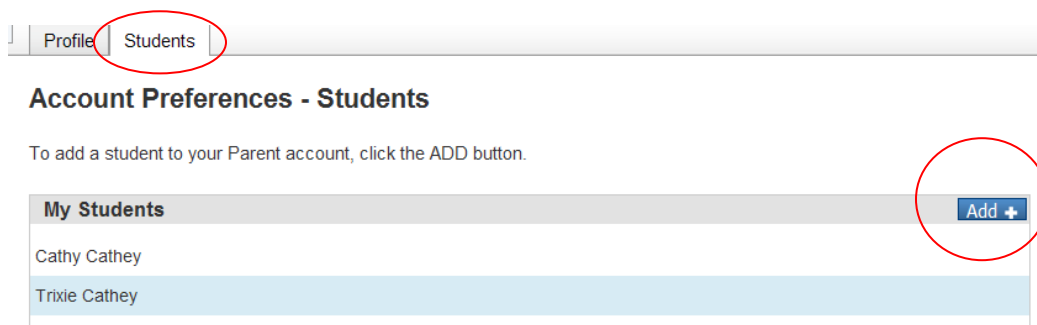
First Name:	<input type="text" value="Tess"/>
Last Name:	<input type="text" value="Cathey"/>
Email:	<input type="text" value="Tess@test.com"/>
Select Language	<input type="text" value="Select a Language"/>
New Username:	<input type="text" value="Tess"/>
Current Password:	<input type="password" value="*****"/>

Cancel Save

Select Language. In the near future other languages will be available for you to select. Currently only English is available.

To change your Username and/or Current Password, click on the appropriate area (shown above). After changing either of these, be sure to click on the SAVE button in the lower, right of your screen.

Adding Students to your Account. Perhaps you did not have all of the information for all of your students when you set up your account, in order to ADD students, you will click on the STUDENTS tab, then the ADD+ button.





This window opens:

Enter your Students name, ***your parent Access ID, Access Password and Relationship.*** Click Submit when finished (just as you did when you set up the other students).

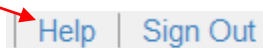
Other information:

In the Navigation Bar at the top, there are three icons to the right. They are:

Exclamation Mark.  By clicking this you will see how many attempts were made unsuccessfully to your account.

Printer icon.  By clicking on the printer icon you can print anything that is currently on the page you are viewing.

Help. Clicking on HELP (located at the top, right of your screen), a pop up window will appear where you can get on-line help.



Sign Out. ALWAYS SIGN OUT of PowerSchool when you finish your session.