

How to Create a PowerSchool Parent Portal Login Account

Following are step-by-step instructions on how to create an individual account so you can monitor your student's grades, assignments, attendance, and more.

Note that you will need to contact the school/s your student/s attend to obtain the "Access ID" and "Access Password" needed for each student. Each one will be unique and will be used to authorize and associate that student to your parent portal account.

1. Open your favorite browser
2. Enter the following address: <http://ps.snakeriver.org>
3. You should see the Student and Parent Sign In page shown to the right

A screenshot of the PowerSchool SIS 'Student and Parent Sign In' page. The page has a blue header with the PowerSchool SIS logo. Below the header, there are two tabs: 'Sign In' and 'Create Account'. A red arrow points to the 'Create Account' tab with the text 'Click Tab'. Below the tabs, there is a section titled 'Create an Account' with a blue 'Create Account' button. A red arrow points to this button with the text 'Then Click Button'.

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5. Fill in the boxes in the upper section with your name, email address, username you wish to use, and password. Note the password must be at least 8 characters

A screenshot of the PowerSchool SIS 'Student and Parent Sign In' page. The page has a blue header with the PowerSchool SIS logo. Below the header, there are two tabs: 'Sign In' and 'Create Account'. Below the tabs, there is a 'Select Language' dropdown menu set to 'English'. Below that, there are input fields for 'Username' and 'Password'. A 'Forgot Username or Password?' link is located below the password field. A blue 'Sign In' button is in the bottom right corner.

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4. Click the Create Account Tab then click the Create Account Button

A screenshot of the PowerSchool SIS 'Create Parent Account' page. The page has a blue header with the PowerSchool SIS logo. Below the header, there is a section titled 'Parent Account Details' with several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. A red box highlights these fields. Below the fields, there is a 'Password must:' label and a note that says '*Be at least 8 characters long'. Below this, there is a section titled 'Link Students to Account' with a text area for entering 'Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'.

Link Students to Account

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

1

Student Name	Fred Bogus
Access ID	
Access Password	
Relationship	Mother

2

Student Name	
Access ID	
Access Password	
Relationship	-- Choose

3

Student Name	
Access ID	
Access Password	
Relationship	-- Choose

6. Below that, fill in one section for each student. You may enter up to seven students in this location. If needed, more can be added later. As mentioned earlier, you will need the following information for each student...

Student Name


Access ID (can be obtained from the school, contact secretary)

Access Password

Relationship (what YOUR relationship is to this student, e.g. mother, father)

7

Student Name	
Access ID	
Access Password	
Relationship	-- Choose

 **Enter**

7. Once you have all students entered, scroll to the bottom and click "Enter" Now let's test and see if the account is working.



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PowerSchool SIS

Student and Parent Sign In

Sign In | Create Account

Select Language: English

Username: |

Password:

[Forgot Username or Password?](#)

Sign In

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8. Return to the login screen <http://ps.snakeriver.org> and enter the username and password you chose while creating this account. If you should forget your username and or password, click the link for Forgot Username or Password. To obtain and retrieve the password, you will need your username and email address. To retrieve your username, you will need your email address.

9. Once logged in, look to the upper left and you should see the first name of each student you associated with your account. To view, click on the name of the student you wish to monitor. Down the left side you will see all the choices available.

PowerSchool
PowerSchool SIS

Alerting

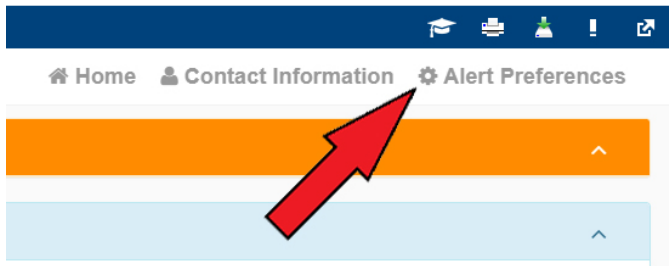
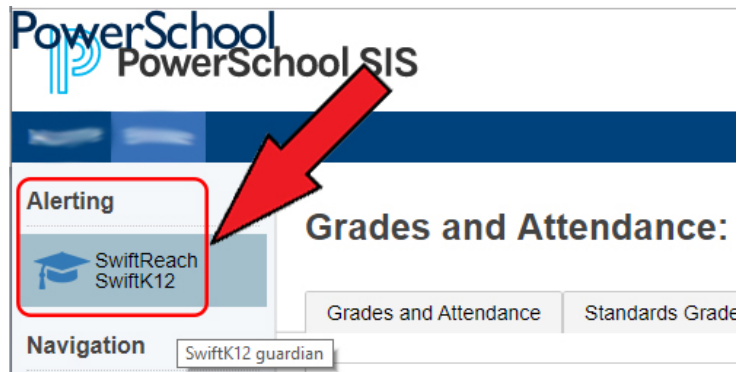
 SwiftReach
SwiftK12

Navigation

Grades and Att

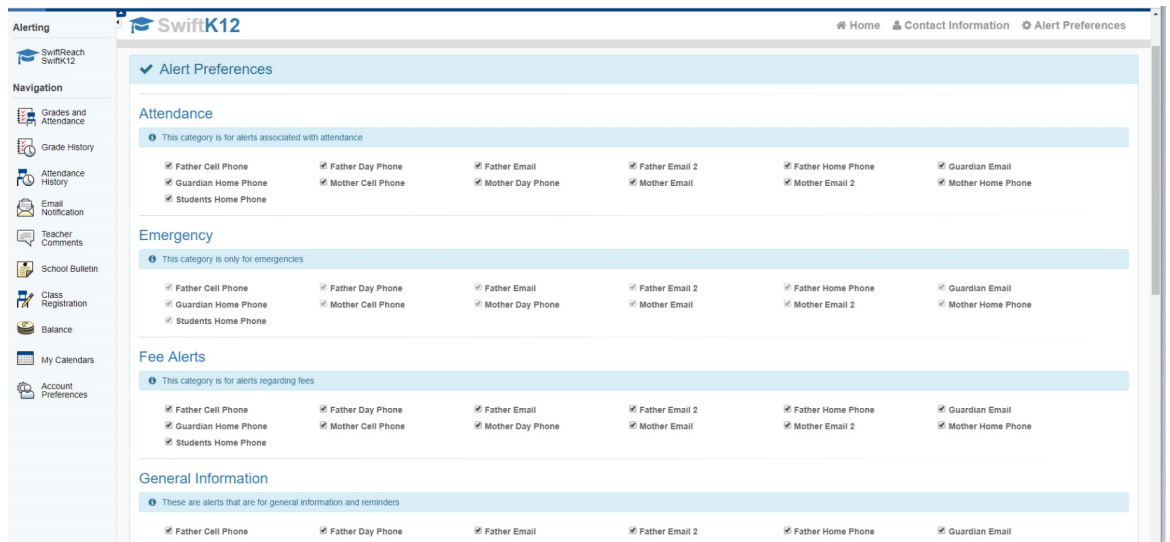
Grades and Attendance

10. One point of interest is setting how you wish to receive notifications sent from PowerSchool such as, absence, tardy, school activities, etc. To do this, look just below your student names and click the SwiftReach Swift K12 logo.



11. Go to the opposite side to the right and find the “Gear” for Alert Preferences...click it.

12. This screen will show all the different types of Alert Notifications. Each type has a number of options. Click the box next to the method/s you wish to receive notifications



from PowerSchool. Note that the Emergency type cannot be edited. If there is, for example, a school closure or an emergency lock-down situation, we want to be sure you receive the notice.

So there you have it. A quick tutorial on creating and using your PowerSchool Parent Portal account. If you have any problems, questions, or concerns about any of this please contact the PowerSchool System Administrator.

Email --- schestev@snakeriver.org

Text/Voice --- 208 681-9593

Or stop in to visit me. My office is located in the High School.

Steve Schellenberg
 PowerSchool System Administrator
 Technology Director
 Snake River School District
 Blackfoot, Idaho