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
4. Click the Create Account Tab then click the Create Account Button
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
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. Once you have all students entered, scroll to the bottom and click “Enter” Now let’s test and see if the account is working.

8. Return to the login screen [http://ps.snakeriver.org](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.
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.

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