PowerSchool Parent Portal
User Guide

PowerSchool
Student Information System

PowerSchool

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Introduction

Welcome to PowerSchool! PowerSchool helps your school access and maintain student, staff, and schedule information. PowerSchool is a database application that runs on a server, which is the center of your student information system. PowerSchool uses the Internet to facilitate student information management and communication among school administrators, teachers, parents, and students.

The PowerSchool Parent portal gives parents access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, lunch menus and even personal messages from the teacher. Everyone stays connected: parents are able to participate more fully in their student's progress, and teachers can use their gradebook to make decisions on what information they want to share with parents and students.

Parent Access Management

Parent Access Management provides parents with the ability to have their own individual parent account, including user name and password. Your school's PowerSchool administrator may create your account or may have you create your own account using the appropriate access credentials. Once your account is created, you can manage your account information, link any and all students to your account (for whom you have parental and legal rights to), and set email and notifications preferences for each student linked to your account. If you've forgotten your account sign in information, you can retrieve them by using auto-recovery.

Sign In to the PowerSchool Parent Portal

Before you can sign into the PowerSchool Parent portal, you will need your school's PowerSchool Parent portal URL, your username, and your password. If you do not have this information or have questions, contact your school.

Note: Do not use someone else's password or give your password to anyone else.

How to Sign In to the PowerSchool Parent Portal

1. Open your Web browser to the PowerSchool Parent portal URL: https://springfieldcolorado.powerschool.com. The Parent Sign In page appears. Note: If the Parent Sign In page does not automatically appear, click the Sign In tab.
2. Enter the following information in the fields:
   - Username: Enter your username.
   - Password: Enter your password. The characters appear as asterisks (*) to ensure greater security when you sign in. If you have forgotten your username or password, you can click Forgot Username or Password?
   - Click Sign In.

Reset Your Password

If your PowerSchool administrator has issued you a temporary password or if your password has expired, use this procedure to reset your password.

How to Reset Your Password
1. Sign in to the PowerSchool Parent portal. The Change Your Password page appears.
2. Enter the following information in the fields:
   - Current Password: Enter your current password.
   - New Password: Enter a new password.
   - Re-Enter New Password: Enter your new password again exactly as you entered it.
3. Click Enter. The start page appears.

Recover Your Password

If you have forgotten your PowerSchool Parent portal password, you will be unable to sign in to the PowerSchool Parent portal. Use this procedure to recover your password. Once you provide your user name and email address, the system authenticates your information and sends a security token to your email address. Using the security token, you can then sign in to the PowerSchool Parent portal, where you will then be required to change your password.

Note: The security token is only valid for 30 minutes. If it expires before you can reset your password, perform the *How to Recover Your Password* again.

How to Recover Your Password
1. Open your Web browser to the PowerSchool Parent portal URL: https://springfieldcolorado.powerschool.com. The Parent Sign In page appears. Note: If the Parent Sign In page does not automatically appear, click the Sign In tab.
2. Click Forgot Username or Password? The Recover Account Sign-in Information page appears.
3. Click Forgot Password
4. Enter the following information in the fields:
   - Username: Enter your username.
   - Email Address: Enter your email address.
5. Click Enter. A confirmation message appears indicating an email has been sent to you with instructions for resetting your password.
6. Once you have received the email, open the email.
7. Click the link in the email. The Recover Password page appears.
8. Enter the following information in the fields:
   - Username: Enter your username.
   - New Password: Enter a new password.
   - Confirm New Password: Enter your new password again exactly as you entered it.
9. Click Enter. The start page appears.

Recover Your Username

If you have forgotten your PowerSchool Parent portal username, you will be unable to sign in to the PowerSchool Parent portal. Use this procedure to recover your current username. Once you provide your email address, your current user name will be sent to your email.

How to Recover Your Username
1. Open your Web browser to the PowerSchool Parent portal URL: https://springfieldcolorado.powerschool.com. The Parent Sign In page appears. Note: If the Parent Sign In page does not automatically appear, click the Sign In tab.
2. Click Forgot Username or Password? The Recover Account Sign-in Information page appears.
3. Click the Forgot Username tab.
4. Enter your email address in the first field.
5. Click Enter. A confirmation message appears indicating an email has been sent to you with your current username.

Create a Parent Account

Use this procedure to create a new parent account. In order to create an account, you must have the Access ID and Password for at least one student enrolled in school. When creating the account, you will need the Access ID and password for each student you want to associate to your parent account. If you do not have this information or have questions, contact your school.

How to Create a Parent Account
1. Open your Web browser to the PowerSchool Parent portal URL: https://springfieldcolorado.powerschool.com . The Parent Sign In page appears.
2. Click the Create Account tab. The Create Account page appears.
3. Click Create Account. The Create Parent Account page appears.
4. Enter the following information in the Create Parent Account section:
    - First Name: Enter your first name.
    - Last Name: Enter your last name.
    - Email: Enter your email address. The email address you enter is used to send you select information, as well as account recovery notices and account changes confirmations.
    - Desired Username: Enter the username you would like to use when signing in to the PowerSchool Parent portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name.
    - Password: Enter the password you would like to use when signing in to the PowerSchool Parent portal.
    - Re-Enter Password: Enter your password again exactly as you entered it in the above field.
5. Enter the following information in Link Students to Account section:
    - Student Name: Enter the first and last name of the student you want to add to your account. Note: Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.
    - Access ID: Enter the unique access ID for the student. Note: If you do not have this information, contact your school.
    - Access Password: Enter the unique access password for the student. Note: If you do not have this information, contact your school.
    - Relationship: Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.
6. Click Enter. The Student and Parent Sign In page appears.

PowerSchool Parent Portal Start Page

When you sign in to the PowerSchool Parent portal, the start page appears. This page serves as the central point from which you begin your PowerSchool Parent portal session. The start page consists of the following main areas:

Header
The header appears at the top of the PowerSchool Parent portal. The header includes the following information:
- **PowerSchool** - Click to return to the start page from anywhere within the application.
- **Welcome, [YourName]** - The first and last name of the person signed in. Your name should appear. If it does not, contact your school's PowerSchool administrator. In an effort to ensure that your account is secure and your information protected, the date and time of the last time you signed in appears when you hover over your name. This information can be used to alert you to any unusual account activity.
- **Help** - Click to access the PowerSchool Parent portal online help. Assistance is just a click away!
- **Sign Out** - Click to sign out of the PowerSchool Parent portal.

Navigation Toolbar
The navigation toolbar appears at the top of the start page, and is common to every page in the application. The navigation toolbar includes the following information:

- **[Student Tabs]** - The first names of the students associated to your parent account appear in alphabetical order. Click the name of the student for whom you want to view information. The page refreshes and displays information for the selected student. If you click the name of a student and the message "Student information is not available at this time." appears, contact your school's PowerSchool administrator.
- **[MyData Button]** - Click to download your students' data, including grades and attendance, in an XML-formatted file that you can store on your computer and use it in other applications, providing a comprehensive view of your students' learning profile throughout the students' educational career.
- **[NotificationsButton]** - Click the exclamation point to access the Notifications pop-up. The Password Security section displays the date and time of the last time you signed in appears when you hover over your name. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school.
- **[Printer Button]** - Click to print a printer-friendly version of the page you are viewing. Additionally, the page includes the name of the selected student and the school and school district for that student.

Navigation Menu
The navigation menu serves as the central point from which to navigate the pages of the PowerSchool Parent portal. The navigation menu includes the following links:

- **Grades and Attendance** - Click to view student grades and attendance for the current term.
- **Test Results**-Click to view student test results for the current term.
- **Grades History**-Click to view student grades for the previous term.
- **Attendance History**-Click to view attendance history for the current term.
- **Email Notification**-Click to set the e-mail notifications you can receive on a regular basis
- **Teacher Comments**-Click to view any teacher comments.
- **School Bulletin**-Click to view the current school bulletin.
- **Class Registration**-Click to register for classes and view course requests.
- **Balance**-Click to view the current lunch balance and fee transactions.
- **My Schedule**-Click to view student schedule.
- **School Information**-Click to view school address and contact numbers.
- **Account Preferences**-Click to manage your PowerSchool Parent portal account preferences.
- **Your District Code**-A four-digit code appears. Enter this code in the Power School Mobile app to allow you to sign in to your district.

Work with the Navigation Menu

Read this section to understand the basics of working with the navigation menu. You do not need to complete the activities in any particular order, but you should be familiar with all of them. Remember, if you have more than one student associated to your parent account, use the student tabs that appear in the navigation bar to select the student for which you want to view information.

Grades and Attendance

The Grades and Attendance page displays comprehensive information about a student's grades and attendance for the current term. The legend at the bottom of the page displays the attendance and citizenship codes and their meanings. **Note:** If a room has been defined for a section, the room number appears next to the teacher's name.

How to View Grades and Attendance

On the start page, click the **Grades and Attendance** from the navigation menu. The Grades and Attendance page appears. Use the following table to view grades and attendance information:

Field	Details
Teacher	1. Click to view the details about the teacher. The Details about Teacher pop-up appears. 2. To send e-mail to a teacher, click **Email**. 3. Click the **x** to close the pop-up when done viewing. **Note:** To use the email function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.
Email Teacher	1. Click to send an email to a teacher. Your email application opens. 2. Compose and send email. **Note:** To use the email function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send Messages.
[Grade in Term Column]	1. Click a grade in the term column to view grade details. The Class Score Detail page appears. 2. Use the browser Back button to return to the Grades and Attendance page. **Note:** Icons indicate the status of assignments. See the icon legend at the bottom of the page.
[Grade in Term Column]	1. Click a grade in the term column to view assignment details. The Class Score Detail page appears. 2. Click an assignment under the Assignment column. The Assignment Description page appears. 3. Use the browser Back button to return to the Grades and Attendance page. Note: Icons indicate the status of assignments. For more information, see the icon legend at the bottom of the page.
Absences	1. Click a number in the Absences column to view the absences for the selected class during this term. The Dates of Attendance page displays all absences for that class. 2. Use the browser Back button to return to the Grades and Attendance page.
Tardies	1. Click a number in the Tardies column to view the tardies for the selected class during this term. The Dates of Attendance page displays all tardies for that class. 2. Use the browser Back button to return to the Grades and Attendance page.
Attendance Totals [Absences}	1. Click a number in the Attendance Totals row to view the absences for all classes during this term. The Dates of Absence page displays all absences. 2. Use the browser Back button to return to the Grades and Attendance page.
Attendance Totals [Tardies}	1. Click a number in the Attendance Totals row to view the tardies for all classes during this term. The Dates of Tardies page displays all tardies. 2. Use the browser Back button to return to the Grades and Attendance page.
[Attendance By Day] Absences	1. Click a number in the Absences column in the Attendance by Day section, to view total absences for the semester or for the year-to-date. Depending on your selection, the Dates of Attendance page displays the total absences for the semester or for the year-to-date. 2. Use the browser Back button to return to the Grades and Attendance page.
[Attendance By Day] Tardies	1. Click a number in the Tardies column in the Attendance by Day section, to view total tardies for the semester or for the year-to-date. Depending on your selection, the Dates of Attendance page displays the total tardies for the semester or for the year-to-date. 2. Use the browser Back button to return to the Grades and Attendance page.

Grades History

Use this page to view term grades for the selected student. The course, letter grade, percentage points, citizenship grade, and credit hours are noted for each term. Note: To view the student's graduation plan progress or to select post-secondary plans, click View Graduation Progress.

How to View Grades History

1. On the start page, click Grades History from the navigation menu. The Grades History page appears. By default the current year is selected.
2. To view grade history information for a past term, click the term tab you want to view.
3. If viewing the current year, click a grade in the % column. The Class Score Detail page appears.

A caret (^) indicates score is exempt from final grade. An asterisk (*) indicates an assignment is not included in final grade. The number one (1) indicates 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. Click the special weighting link for more information.

Email Notifications

The Email Notifications page provides you with the ability to manage your parent account email preferences, including what information you would like to receive, how often you would like to receive the information, and any additional email addresses that you would like the information sent to. Email preferences may be applied to a single student or all students associated to your parent account.

How to Set Up Email Notifications

1. On the start page, click Email Notification from the navigation menu. The Email Notifications: [Student Name] page appears.
2. Enter the following information in the fields:
   - What information would you like to receive? Specify which information you would like to receive by selecting the appropriate checkboxes:
     o Summary of current grades and attendance
     o Detail report showing assignment scores for each class
     o Detail report of attendance
     o School announcements
     o Balance Alert
3. How often? Specify the rate at which you want to receive the selected information from the pop-up menu:
   - Never
   - Weekly
   - Every Two Weeks
   - Monthly
   - Daily
4. Email Address Display: Email address associated to your parent account. The selected information, as well as account recovery notices and account changes confirmations will be sent automatically to this email address. Note: To change your email address, see *How to Change YourAccount Preferences*.
5. Additional Email Addresses: Enter additional email addresses that you want the selected information to be sent to. Separate multiple addresses with commas.
6. Apply these settings to all your students?: Select the checkbox to apply the email preferences to all students associated to your parent account.
7. Send now for [Student Name]?: Select the checkbox to receive the selected information immediately.
8. Click Submit. The Email Notifications: [Student Name] page appears. A confirmation message appears indicating the changes were saved.

Attendance History

The Attendance History page displays information about a student's attendance record for the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

How to View Attendance History

1. On the start page, click Attendance History from the navigation menu. The Attendance History page displays the student's attendance record for the current term.

Teacher Comments

The Teacher Comments page displays any comment that a teacher has entered regarding a student, such as a student's achievement or behavior. Note: Additional teacher comments may be found on the Grades and Attendance page and Grades History page.

How to View Teacher Comments

1. On the start page, click **Teacher Comments** from the navigation menu. The Teacher Comments page appears.
2. Use the following table to view teacher comments:

Field	Details
Reporting Term	By default, the student's schedules for the current term appears. Us the pop-up menu to select a different term.
Exp.	The expression indicates the period and day combination of the course.
Course #	The course number indicates the number used to identify the course.
Course	The name of the course.
Teacher	The name of the teacher teaching the course. ▪ Click to send an email to the teacher. ▪ Click the Details icon next to the teacher's name to view the details about the teacher. The Details About [Teacher] pop-up appears. To send e-mail to a teacher, click the name of the teacher. When done viewing, click the x to close the pop-up. Note: To use the email function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.
Comment	Comment entered by teacher. Note: If the column is blank, there are no teacher comments.
Show Dropped Classes	Click to view currently enrolled classes and dropped classes.
Show Only Current Classes	Click to view only currently enrolled classes.

School Bulletins

The School Bulletin page serves as your school's message board whereby your school can post a variety of information for you to view.

How to View School Bulletins

1. On the start page, click School Bulletin from the navigation menu. The View School Bulletin pop-up appears.
2. Click the Calendar icon to select a date to view the bulletin for that day. On the calendar, dates that are shaded blue have a daily bulletin associated to them, the current date displays a border, and the selected date has no shading. Use the arrow buttons to navigate to a different month.
3. When done viewing, click the x in the upper right hand corner to close the View School Bulletin pop-up.

Class Registration

Using the Class Registration page in PowerSchool Parent portal, students and their parents can manage their course requests.

Register for Classes

Use the following procedure to request classes for the next year.

How to Register for Classes

Use the following procedure to request classes for the next year.

1. On the start page, click Class Registration from the navigation menu. The Class Registration page appears. Note: A Road icon appears if a teacher has recommended the course. Click to view the recommending teacher. A Note icon appears if the course contains prerequisite notes. Click to view.
2. Click the Pencil icon to select courses from each area as instructed. The Course Request pop-up window appears.
3. Enter the following information in the fields (click column heading to sort in ascending order):
   - [Course]: Select the checkbox for each course you want to request.
   - Course Name: The name of the course.
   - Number: The number used to identify the course.
   - Course Description: A short description of the course.
   - Credits: The number of credits you receive for taking the course.
   - Prerequisite Notes: Descriptive text regarding academic requirements or authorizations that must be fulfilled prior to a enrollment in a course.
   - Alerts: Alert to indicate prerequisites have not been met, if any.
4. Click Okay. The Course Request pop-up window closes. A green checkmark appears in the area for which you selected courses. Note: A exclamation mark appears if courses need to be selected for an area.
5. Repeat Step 2 through Step 4 for each course request.
6. Click Submit. The [Scheduling Year] Course Requests page appears.

View Course Requests

Use the following procedure to view any existing course requests. Note: To view the student's graduation plan progress or to select post-secondary plans, click View Graduation Progress. For more information, see *Graduation Progress*.

How to View Course Requests

1. On the start page, click Class Registration from the navigation menu. The Class Registration page appears.
2. Click View course requests. The [Scheduling Year] Course Requests page.

Balances

The Transactions page displays a student's meal balance and fee transaction information for the current term.

How to View Balances

On the start page, click Balances from the navigation menu. The Transactions page appears. The Meal Transactions section displays the student's current meal balance and each transaction line item. The Fee Transactions section displays the student's current fee balance and each transaction line item.

School Information

The School Information page displays the physical address and contact information for the school.

How to View School Information

On the start page, click School Information from the navigation menu. The School Information page displays the following information: school's name, address, phone number and fax number.

My Schedule

There are two ways to display a student's schedule. The Week View displays the student's schedule for the current week. The Matrix View displays the student's schedule for the selected term in a graphical format.

How to View a Student's Schedule Using the Week View

1. On the start page, click My Schedule from the navigation menu. The My Schedule page appears.
2. Click the Week View tab, if needed. The Week View page displays the student's schedule for the current week, using unique colors to distinguish each course.

How to Display a Student's Schedule Using the Matrix View

The schedule matrix graphically represents a student's schedule for all days, periods, and terms in the selected year for the current school.

1. On the start page, click My Schedule from the navigation menu. The My Schedule page appears.
2. Click the Matrix View tab. The Matrix View page appears. The schedule matrix view displays the student's schedule for each period and day in each term. Identical colors on the schedule indicate the same course. A blank block means that nothing is scheduled for that block in that term. Each block can include the following information, depending on the matrix display preferences: course name, course number, section number, teacher name, room number, expression (the combination of periods and days), and year term.

Account Preferences

The Account Preferences page provides you with the ability to manage your parent account information, including your name, user name, password, and email address. In addition, you can add any and all students for whom you have legal and parental rights to your account in order to view their information by way of your account. Note: To edit or remove a student associated to your account, contact your school.

How to Change Your Account Preferences

Use this procedure change the name, e-mail address, user name or password associated with your parent account.

1. On the start page, click Account Preferences from the navigation menu. The Account Preferences – Profile page appears.
2. Click the Profile tab, if needed.
3. On the Profile tab, enter the following information in the fields (The Cancel and Save buttons appear shaded until information is entered):
    -   First Name: Enter your first name.
    -   Last Name: Enter your last name.
    -   Email: Enter your email address.
    -   Select Language: Use the pop-up menu to choose the language in which you want email and notifications sent from PowerSchool.
    -   Username Click the Pencil icon and then enter the user name you would like to use when signing in to the PowerSchool Student and Parent portal in the New Username field.
    -   Current Password Click the Pencil icon and then enter the following:
        -   Enter your PowerSchool Parent portal password in the Current Password field.
        -   Enter your new PowerSchool Parent portal password in the New Password field. Re-enter your new PowerSchool Parent portal password in the Confirm Password field.
4. Click Save. A confirmation message appears indicating your account is updated. Additionally, an account changes confirmation email is sent to your email address. Note: If you change your email address, the account changes confirmation email is sent to both the old and new email addresses.

How to Add a Student to Your Parent Account

Use this procedure to add one or more students to your parent account. You will need an Access ID and Access Password. If you do not have this information contact your school's PowerSchool administrator.

1. On the start page, click Account Preferences from the navigation menu. The Account Preferences page appears.
2. Click the Students tab.
3. On the Students tab, click the Add icon to add a student to your parent account. Enter the following information in the applicable fields (the Cancel and Save buttons appear shaded until information is entered):
   - Student Name: Enter the first and last name of the student you want to add to your account. Note: Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.
   - Access ID: Enter the unique access ID for the student. Note: If you do not have this information, contact your school's PowerSchool administrator.
   - Access Password: Enter the unique access password for the student. Note: If you do not have this information, contact your school's PowerSchool administrator.
   - Relationship: Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.
4. Click Submit. The Add Student Dialog closes. The newly added student appears under My Students. Additionally, an account changes confirmation email is sent to your email address.

Graduation Progress

The Graduation Progress page displays the student's four-year graduation plan and the progress of the plan.

How to View Graduation Progress

Use this procedure to view course requirements and completion status.

1. On the main menu, do one of the following:
   - Click Grades History. The Grade History page appears.
   - Click Class Registration and then View future course requests. The [Scheduling Year] Course Requests page.
2. Click View Graduation Progress. The Graduation Progress page displays the following information for each plan:

Field	Details
Graduation Plan	The name of the graduation plan. To view additional information: 1. Click the name of the graduation plan. The [Graduation Plan] drawer opens. 2. Review information. 3. Click **Close**.
Subject Group	The name of the subject group within the graduation plan used to track credit hours for a specific subject area. To view additional information: 1. Click the name of a subject group. The [Subject Group] drawer opens. 2. Review information. 3. Click **Close**.
Earned	The total number (and individual number) of credits for courses that the student has earned.
Enrolled	The total number of courses within the subject group that the student is currently enrolled in.
Requested	The total number (and individual number) of credits for courses that the student has requested.
Waived Credits	The total number of credits within the subject group that can be waived.
Applied Waiver Credits	The total number of credits within the subject group that have be waived.
Required	The total number of credits within the subject group that are required.
Progress	The total number of credits within the subject group that are in progress. Progress is indicated by the use of a color-coded bar: ▪ Dark green indicates completed credits. ▪ Green indicates current enrollments. ▪ Blue indicates waived credits. ▪ Yellow indicates requested credits.
[Checkmark]	A green checkmark indicates that a requirement has been completely satisfied with earned credits.

Quit the PowerSchool Parent Portal

When finished working in the PowerSchool Student and Parent Portal, it is important to sign out of the application.

Sign Out of the PowerSchool Parent Portal

You can sign out of the PowerSchool Parent portal from any page in the application. Note: If you are not actively working in the PowerSchool Parent portal, your session may time out. If so, you need to sign in again.

How to Sign Out of the PowerSchool Parent Portal

Click Sign Out in the header. The Student and Parent Sign In page appears. You must enter your username and password again to re-display the start page.