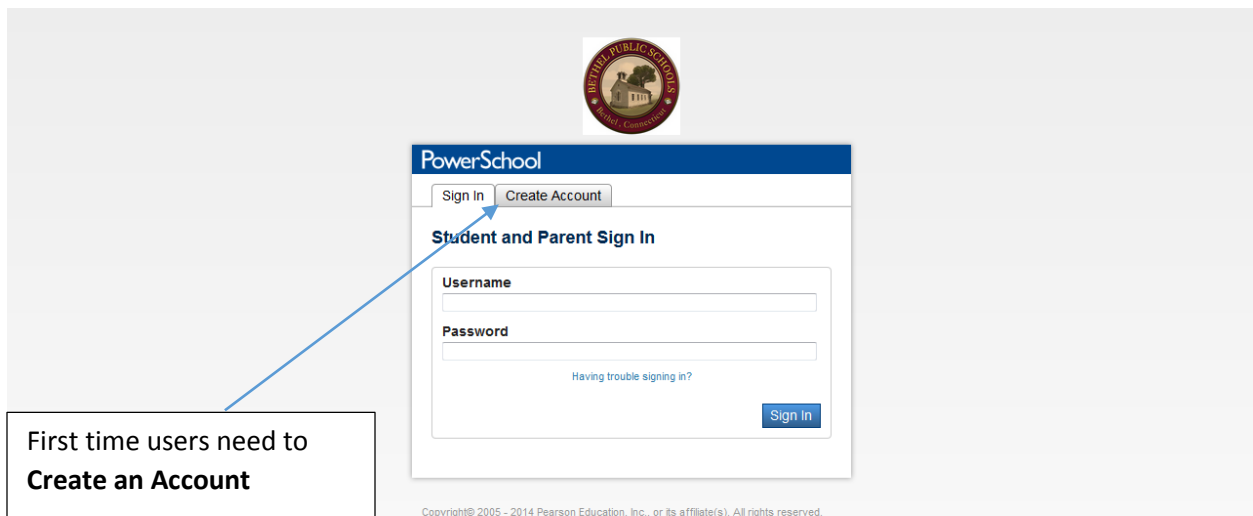


# PowerSchool Parent Portal Access

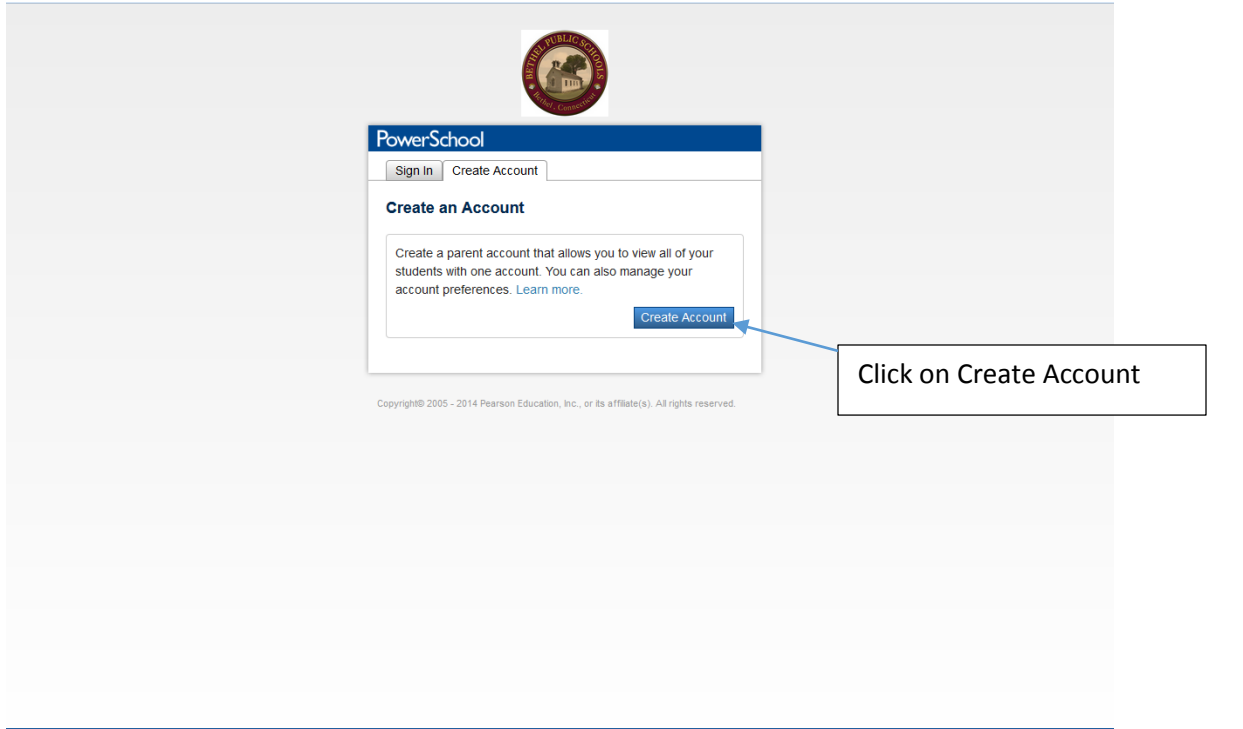
The address for the PowerSchool Parent Portal: <https://ps.bethel.k12.ct.us/public> or you may access the PowerSchool Parent Portal through the Bethel Public School website: <http://www.bethel.k12.ct.us>

**NOTE: If you have multiple children at other Bethel schools and already have a Parent Portal account, STOP and refer to Page 6 & 7 to add your student to your account. You just need to create 1 login to access all of your children in the Bethel Public schools.**

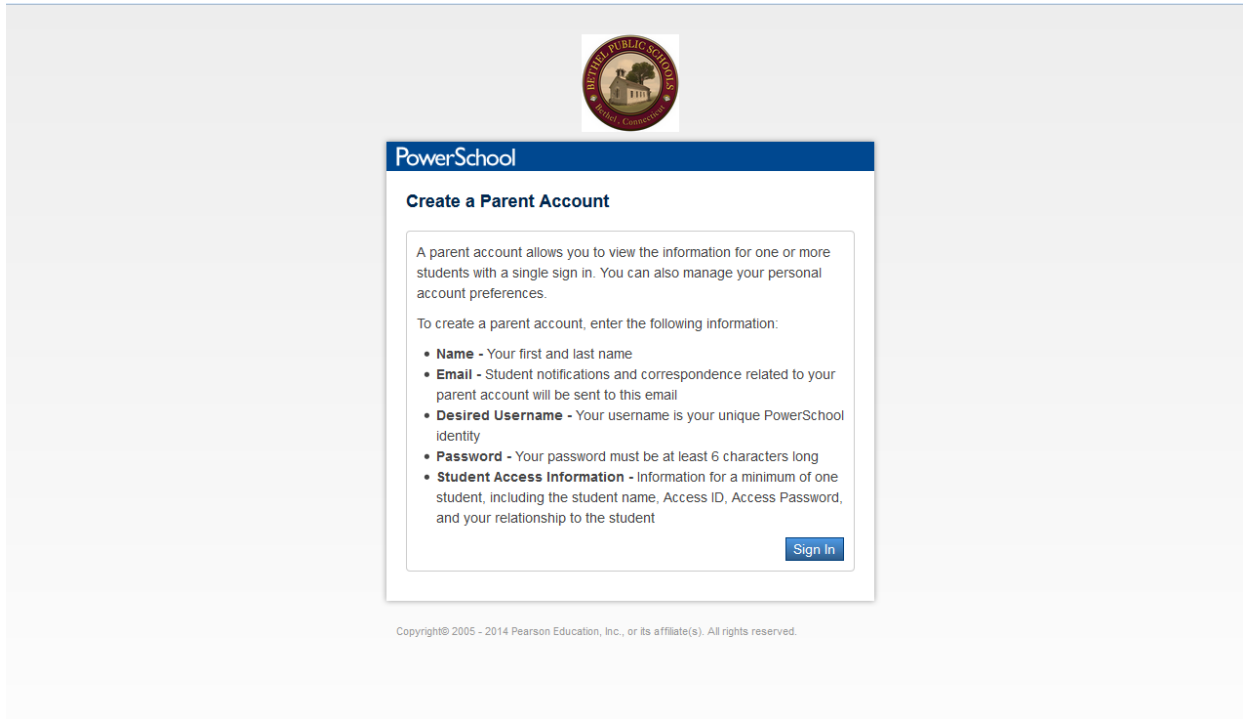


The screenshot shows the PowerSchool Parent Portal login interface. At the top center is the Bethel Public Schools logo. Below it, the 'PowerSchool' logo is displayed. There are two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is highlighted with a blue arrow pointing from a callout box. The callout box contains the text: 'First time users need to Create an Account'. Below the buttons is the 'Student and Parent Sign In' section, which includes fields for 'Username' and 'Password', a 'Having trouble signing in?' link, and a 'Sign In' button. At the bottom of the page, there is a copyright notice: 'Copyright © 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved.'

# Creating the Account



The screenshot shows the PowerSchool website's 'Create an Account' page. At the top center is the logo for 'BURLINGTON PUBLIC SCHOOLS' featuring a building and trees. Below the logo is the 'PowerSchool' header. Underneath, there are two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is highlighted with a blue box. Below this, the heading 'Create an Account' is followed by a text box containing the text: 'Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)' At the bottom right of this text box is a blue 'Create Account' button. A blue arrow points from a white callout box on the right, which contains the text 'Click on Create Account', to the 'Create Account' button.



The screenshot shows the PowerSchool website's 'Create a Parent Account' page. At the top center is the logo for 'BURLINGTON PUBLIC SCHOOLS'. Below the logo is the 'PowerSchool' header. Underneath, there are two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is highlighted with a blue box. Below this, the heading 'Create a Parent Account' is followed by a text box containing the text: 'A parent account allows you to view the information for one or more students with a single sign in. You can also manage your personal account preferences.' Below this text is the heading 'To create a parent account, enter the following information:' followed by a bulleted list of requirements: 

- **Name** - Your first and last name
- **Email** - Student notifications and correspondence related to your parent account will be sent to this email
- **Desired Username** - Your username is your unique PowerSchool identity
- **Password** - Your password must be at least 6 characters long
- **Student Access Information** - Information for a minimum of one student, including the student name, Access ID, Access Password, and your relationship to the student

At the bottom right of this text box is a blue 'Sign In' button.

# Create an Account, continued



## PowerSchool

### Create Parent Account

First Name	<input type="text" value="Beth"/>
Last Name	<input type="text" value="Test"/>
Email	<input type="text" value="TestB@yahoo.com"/>
Desired Username	<input type="text" value="Betheltest"/>
Password	<input type="password" value="....."/> <input type="button" value="Show"/>
Re-enter Password	<input type="password" value="....."/>

Password must:  
•Be at least 6 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

1	<input type="text" value="Mary Test"/>
Student Name	<input type="text" value="Mary Test"/>
Access ID	<input type="text" value="Stu"/>
Access Password	<input type="password" value="..."/>
Relationship	<input type="text" value="Daughter"/>
2	<input type="text"/>
Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>

Enter all required information, Parent's First Name, Parent's Last Name, email address, desired username and password (must be 6 characters long).

You can link up to 7 students to your account.

Enter your child's first and last name, the **Parent's Access ID** and **Parent's Access Password**. **Access ID** and **Access Password** are case sensitive. Please enter them exactly as listed on the letter you receive from the school.

REMEMBER the Username and Password who create.

When ALL information has been entered, press the **Enter** key.

# Log into Parent Portal

Now, sign on with your newly created userID and password.

The screenshot shows the PowerSchool login interface. At the top center is the logo for "RUTHERFORD PUBLIC SCHOOLS" with "NJ Public Schools" below it. Below the logo is a blue header bar with "PowerSchool" in white. Underneath the header are two buttons: "Sign In" and "Create Account". The main heading is "Student and Parent Sign In". Below this heading are two input fields: "Username" and "Password". A blue callout box on the left contains the text "Now, sign on with your newly created userID and password." with two blue arrows pointing to the "Username" and "Password" input fields. Below the input fields is a link that says "Having trouble signing in?". At the bottom right of the form is a blue "Sign In" button. At the very bottom of the page, there is a small copyright notice: "Copyright© 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved."

# Parent Portal

TEST Server

Welcome, Beth Test | Today is: 04/13/2016 | Schedule: Regular Day (School day) | Help | Sign Out

Mary

### Account Preferences - Profile

Profile | Students

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:	Beth
Last Name:	Test
Email:	TestB@yahoo.com
Select Language	English
Username:	Betheltest
Current Password:	*****

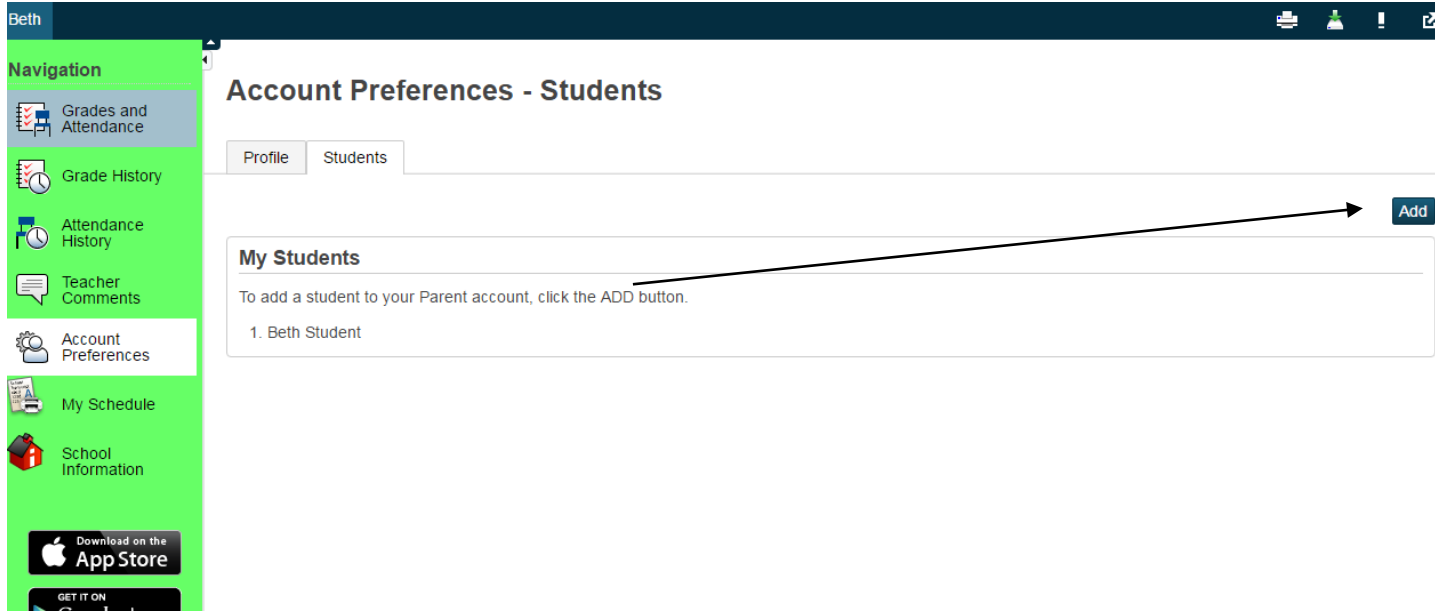
Cancel Save

Account Preferences

Once logged in, you will see your child's name in the left hand corner and all the applicable icons related to your school.

**Account preferences** is where you can change your Profile information and add additional children in the Bethel School system.

# How to add a student to an Existing account



The next screen will appear.

Beth

### Account Preferences - Students

Profile Students

#### My Students

To add a student to your Parent account, click the ADD button.

1. Beth Student

#### Add Student

Student Name	Access ID	Access Password	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose

Cancel Submit

Your child's name.

This Parent information comes from the letter you will

Relationship to your child. I.e. Son, daughter, etc

The image shows a screenshot of a web application interface for adding a student. On the left is a green navigation sidebar with icons for Grades and Attendance, Grade History, Attendance History, Teacher Comments, Account Preferences, My Schedule, and School Information. The main content area is titled 'Account Preferences - Students' and has tabs for 'Profile' and 'Students'. Below this is a section 'My Students' with a list containing '1. Beth Student'. An 'Add Student' modal window is open, featuring four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' field is a dropdown menu currently showing '-- Choose'. Below the modal, three callout boxes with arrows point to the 'Student Name', 'Access ID', and 'Relationship' fields, providing instructions: 'Your child's name.', 'This Parent information comes from the letter you will', and 'Relationship to your child. I.e. Son, daughter, etc'. The modal also includes 'Cancel' and 'Submit' buttons.

Once, done then click on **Submit**. Your child will be added to your account.