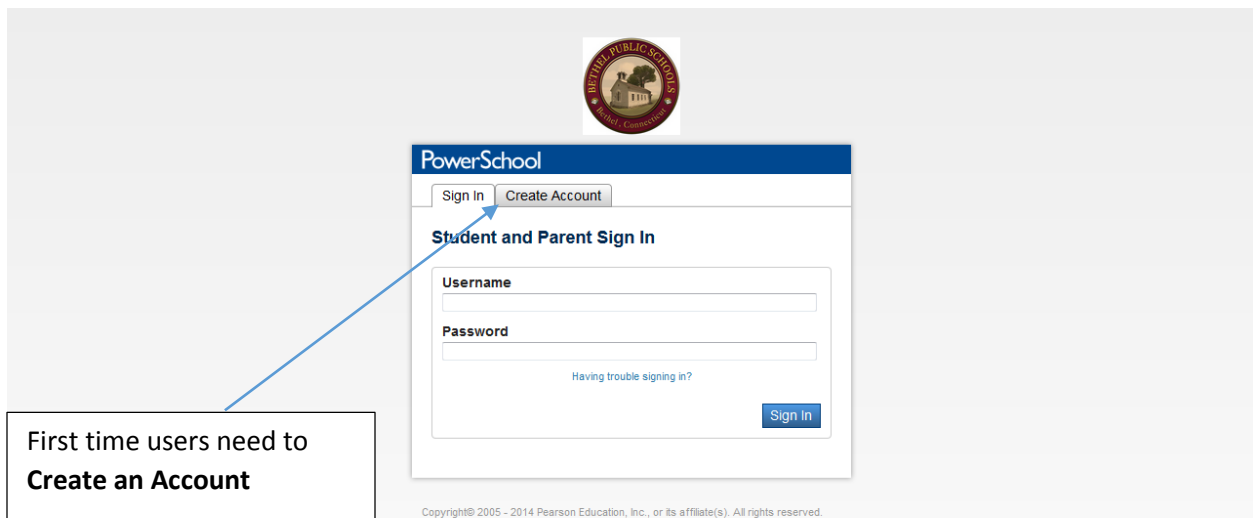


# PowerSchool Parent Portal Access

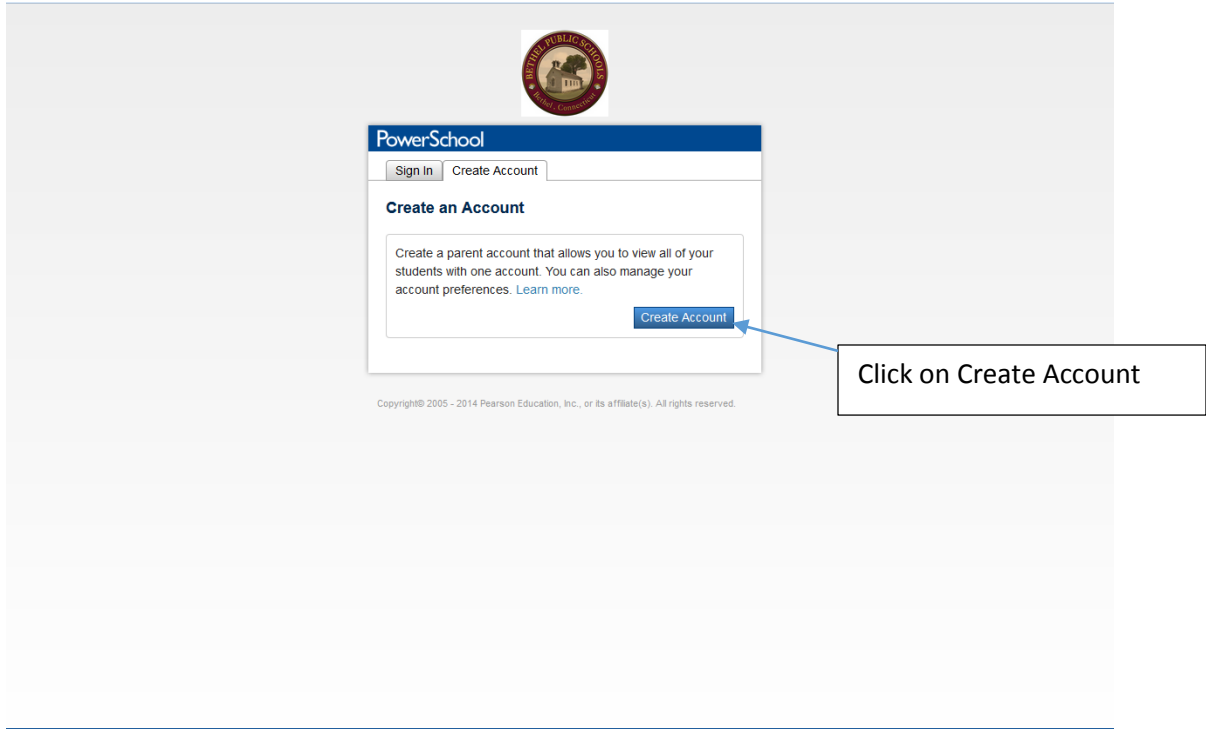
The address for the PowerSchool Parent Portal: <https://ps.bethel.k12.ct.us/public> or you may access the PowerSchool Parent Portal through the Bethel Public School website: <http://www.bethel.k12.ct.us>

**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 to 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 input 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 'METRO PUBLICATIONS' featuring a circular emblem with a building. Below the logo is a blue header with the 'PowerSchool' name. Underneath the header are two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is highlighted with a blue border. Below these buttons is the heading 'Create an Account' 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 this button to a white rectangular callout box on the right that contains the text 'Click on Create Account'. At the bottom of the page, there is a small copyright notice: 'Copyright© 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved.'

# Create an Account, continued



PowerSchool

### Create Parent Account

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

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	Student Name	Mary Test
	Access ID	Stu
	Access Password	...
	Relationship	Daughter
2	Student Name	
	Access ID	
	Access 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.

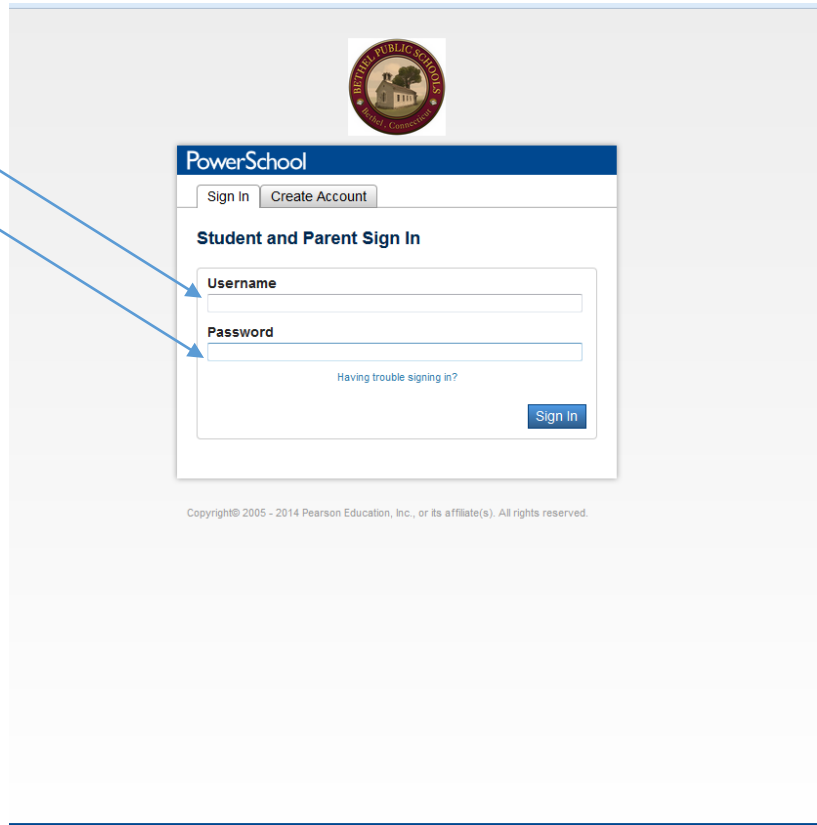
Enter your child's first and last name, the **Parent's Access ID** and **Parent's Access Password**. **Access ID** and **Access Password** are case sensitive. Please enter them exactly as listed on the letter you receive from the school.

REMEMBER the Username and Password you 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". There 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

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 screenshot displays the 'Account Preferences - Students' interface. On the left is a green navigation sidebar with the following items: 'Grades and Attendance', 'Grade History', 'Attendance History', 'Teacher Comments', 'Account Preferences', 'My Schedule', and 'School Information'. At the bottom of the sidebar are app store download buttons for the App Store and Google Play. The main content area has a dark blue header with the name 'Beth' and utility icons. Below the header, the title 'Account Preferences - Students' is followed by two tabs: 'Profile' and 'Students'. The 'Students' tab is active. Underneath, a box titled 'My Students' contains the text 'To add a student to your Parent account, click the ADD button.' and a list with one item: '1. Beth Student'. A blue 'Add' button is located in the top right corner of the 'My Students' box, with a black arrow pointing from it towards the center of the page.

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**

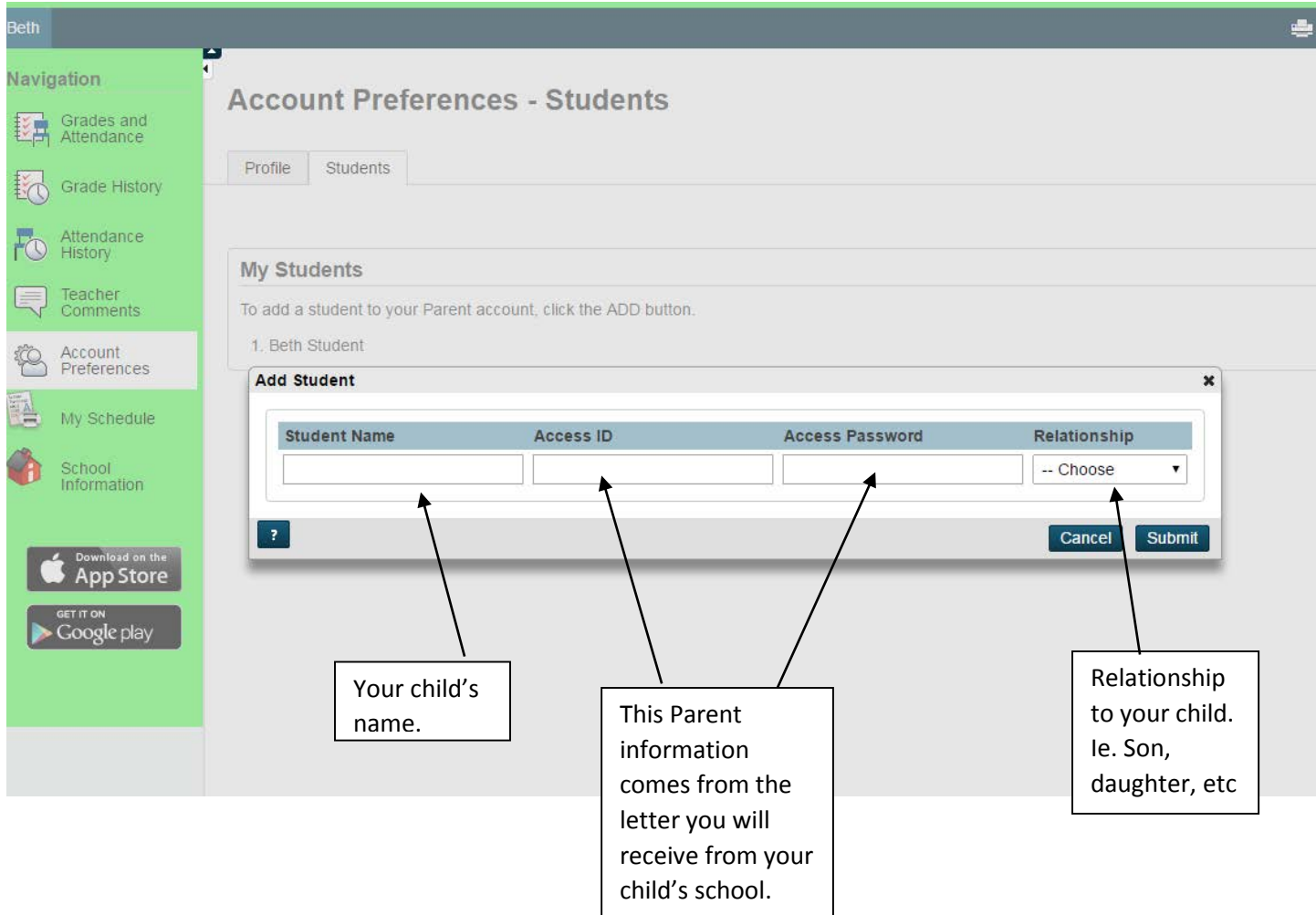
Student Name	Access ID	Access Password	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose

Cancel Submit

Your child's name.

This Parent information comes from the letter you will receive from your child's school.

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



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