

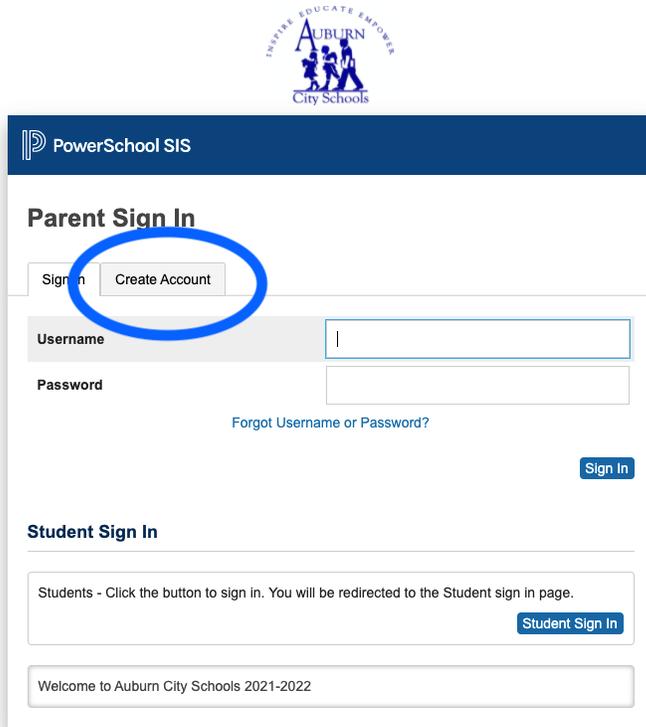
PowerSchool Parent Portal Setup and Access Instructions

1. **Using a desktop or laptop computer**, open an internet browser on your computer and enter the following web address in the address bar:

<https://auburncs.powerschool.com/public/home.html>

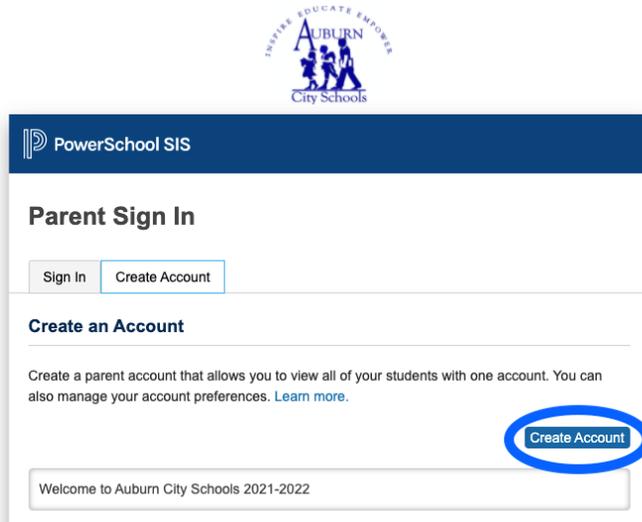
Please note that setting up the PowerSchool account initially on the app on a cell phone will not be successful.

2. Click on the **Create Account** tab:



The screenshot shows the PowerSchool SIS Parent Sign In page. At the top is the Auburn City Schools logo with the motto "INSPIRE EDUCATE EMPower". Below the logo is the PowerSchool SIS header. The main heading is "Parent Sign In". There are two buttons: "Sign In" and "Create Account". The "Create Account" button is circled in blue. Below the buttons are input fields for "Username" and "Password". A link for "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right of the parent sign in section. Below this is the "Student Sign In" section with a "Student Sign In" button. At the bottom is a welcome message: "Welcome to Auburn City Schools 2021-2022".

3. Click on the **Create Account** button at the bottom of the box:



The screenshot shows the PowerSchool SIS Parent Sign In page after clicking the "Create Account" button. The "Create Account" button at the top is now highlighted with a blue border. Below the buttons is the "Create an Account" section. It contains 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 section, the "Create Account" button is circled in blue. The welcome message "Welcome to Auburn City Schools 2021-2022" remains at the bottom.

4. Create the **Parent Account**. Type in your **First Name**, **Last Name** and **Email Address** in the fields provided. Create a **Username** and **Password of your choice**. **The password must be at least seven characters long**. You and your student will have separate passwords. It is advisable that you keep your username and password secure and not share it with anyone else.

PowerSchool

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Desired Username

Password ← Password must be at least 7 characters long

Re-enter Password

Password must: *Be at least 7 characters long

5. Link your students to the account. Enter your child's first and last name in the **Student Name** field. In the **Access ID** field, enter your **Confidential Access ID** and your **Access Password**, which was provided to you in the letter from the school. If you need a duplicate copy of the letter, you may contact the school and pick it up from the school.
6. Select the **Relationship** that you have to the student from the drop down menu. Repeat this process in the subsequent fields on this screen to add other students 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

Access ID ← Enter "Your Confidential ID" from the school letter

Access Password ← Enter "Your Password" from the school letter

Relationship -- Choose

2

Student Name

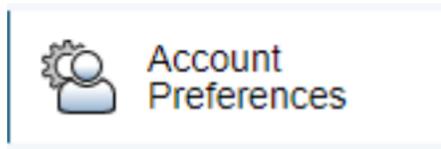
Access ID

Access Password

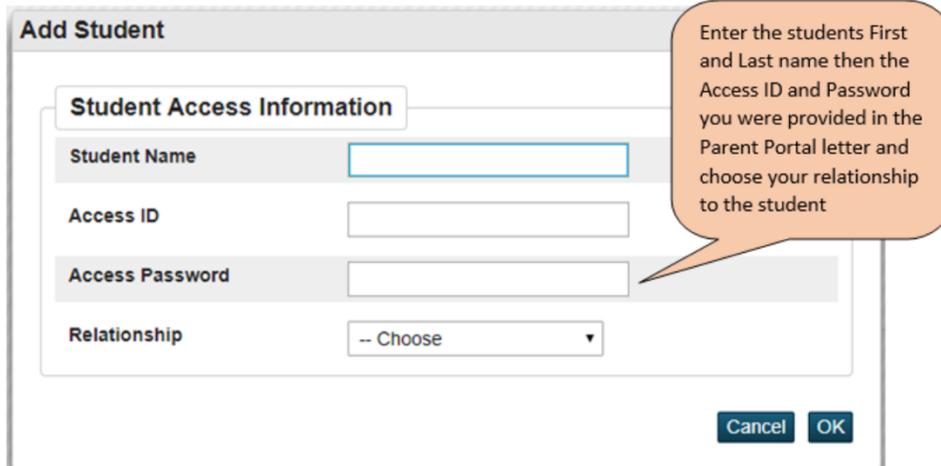
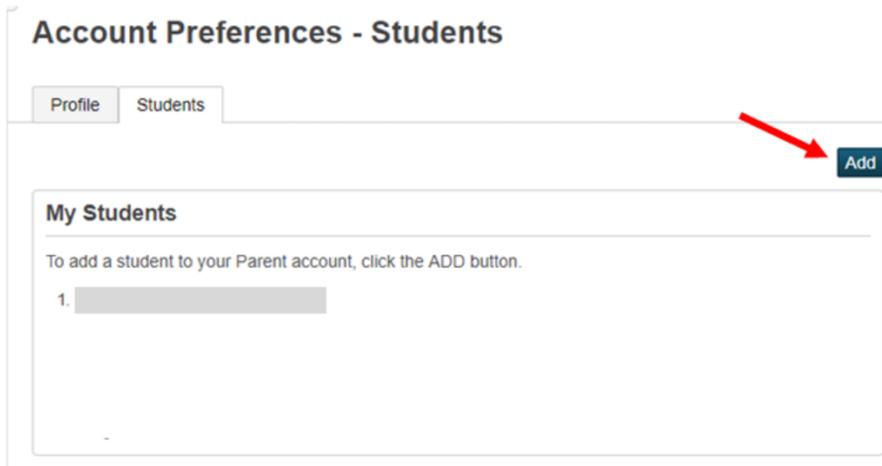
Relationship -- Choose

7. Click **Enter** and you should see a message indicating that your account was created.

8. Also, you should receive an email (to the email address initially entered in step no. 4) that you must access to verify your account.
9. If you already have a PowerSchool account, you can add your new student to that account.
 - a) Sign in to your current account.
 - b) Go to Account Preferences

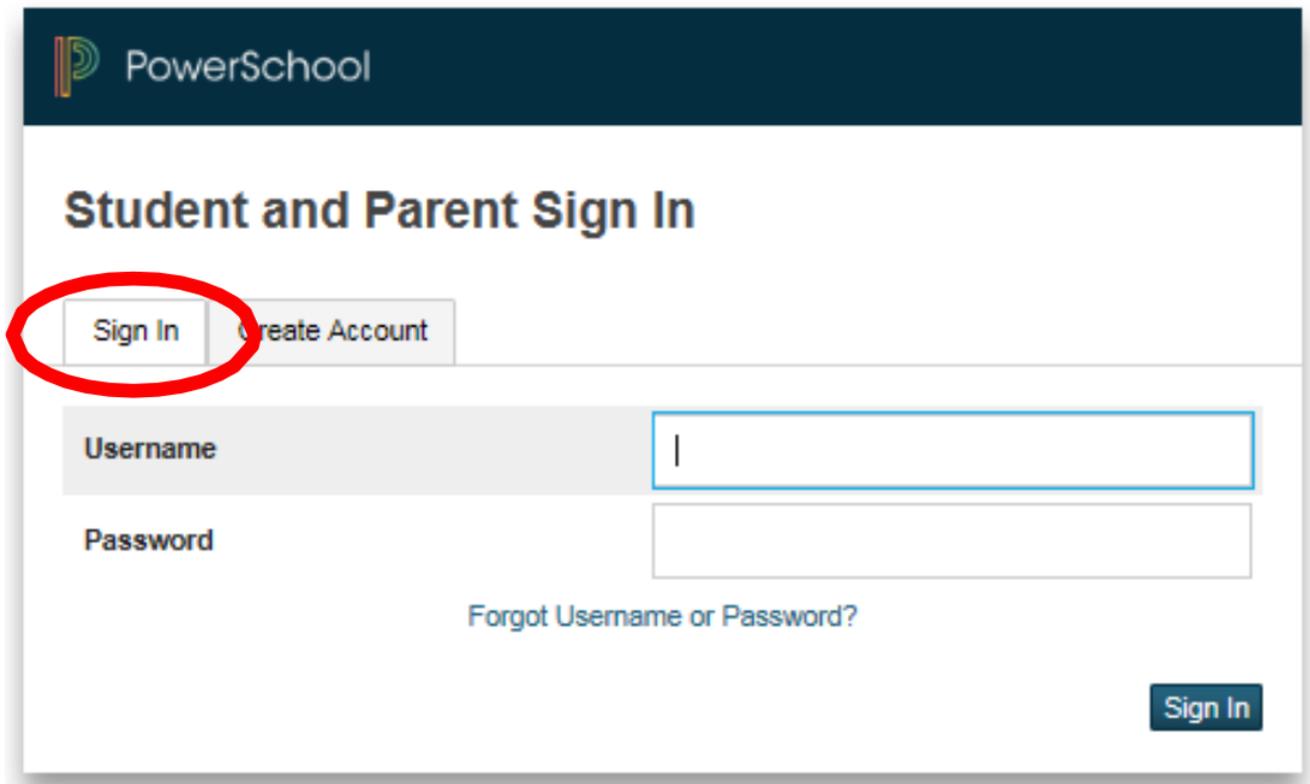


- c) Select the **Students** tab and **Add**. Then, enter the information you were provided for the new student.



11. To view your child's academic progress and attendance in PowerSchool:

- a) **From your computer:**
- b) Return to <https://auburncs.powerschool.com/public/home.html>
- c) Under the **Sign In** tab, enter the **Username** and **Password** that you created when you created the account. Then, click on **Sign In**.



The screenshot shows the PowerSchool login interface. At the top, the PowerSchool logo is displayed. Below it, the heading "Student and Parent Sign In" is centered. There are two buttons: "Sign In" and "Create Account". The "Sign In" button is circled in red. Below the buttons are two input fields: "Username" and "Password". The "Username" field contains a single vertical bar character. Below the input fields is a link that says "Forgot Username or Password?". In the bottom right corner, there is a dark blue "Sign In" button.