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:


   *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:

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

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.

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

   ![Account Preferences](image)

   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**.