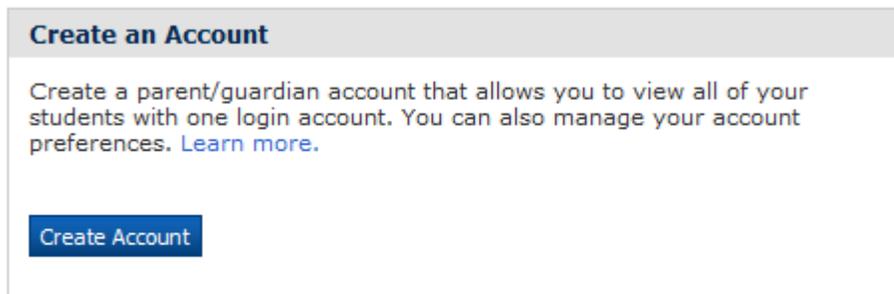


Creating a Parent/Guardian Account for the PowerSchool Parent Portal

Follow these instructions to create a username and password to access the PowerSchool Parent Portal. This will allow you to have one account to access your children's PowerSchool data, instead of a separate login for each child.

- Open your web browser and enter the URL for the PowerSchool Parent Portal
 - <https://powerschool.dioceseofgreensburg.org>
- Click on the “**Create Account**” button, located on the bottom area of the Parent Portal Login page:



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- You will be presented with a screen asking for information to create a Parent/Guardian Account. Fill out the following fields:
 - **First Name**
 - **Last Name**
 - **E-mail** (information related to your children's grades and attendance will be sent to this address)
 - **Desired User Name** (this will be the user name you enter to access the Parent Portal)
 - **Password** (passwords must be at least 6 characters long, and should also contain at least one number and a capital letter)
 - **Re-enter Password**
- The bottom of the page contains the area to link your children to your account. You should have received one letter for each of your children that contains the **Access ID** and **Access Password** for the child. Fill out the following lines of information for each child:
 - **Student Name**
 - **Access ID** (enter the Access ID exactly as it appears on your letter)
 - **Access Password** (enter the Access Password exactly as it appears on your letter)
 - **Relationship** (choose your Relationship to the child from the dropdown list)
- Once you have filled in the information for your children, click on the **Enter** button at the bottom of the page.
- If the information was entered accurately, you will see a page telling you to login with the new username and password you created for yourself on the previous screen. You will use this

account to access the Parent Portal from this point forward. Enter the Username and password you created and click **Submit**.

- Once inside the Parent Portal, you will see buttons in the upper left corner that allow you to switch between the children linked to your account.
 - If you need to add additional children to your account in the future, you may do so by clicking on the “**Account Preferences**” button inside the Parent Portal.