

PowerSchool Single Sign On Parent Portal Creation Walkthrough

Creating Parent Login

The screenshot shows the PowerSchool login interface. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". The "Create Account" tab is highlighted with a red circle. Below the tabs are two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot Username or Password?". At the bottom right is a "Sign In" button.

- Click the **Create Account** tab on sis.cantonschools.org/public
- Click the **Create Account** button on the next screen

- Fill out the relevant information **Email cannot be in use by another parent account.*

The image shows a web form titled "Create Parent Account". It contains several input fields: "First Name" with the value "Example", "Last Name" with "Parent", "Email" with "Email@email.com", and "Desired Username" with "NewUserName". Below these is a "Password" field with a masked input (seven dots) and a "Better" button. A yellow bar is visible at the bottom left of the form area.

- The desired **Username** should not contain any spaces and **must be different** from your old parent portal login, which is now the Access ID you use to associate your child to this newly created account and is covered in the next section.
- You only create an account once and then you can associate multiple children to one account, that process is explained in the following sections.

Associating Student Accounts

- It is possible to associate all your children at the same time by putting in the Parent Portal information for each one at the time of your initial parent account creation. Otherwise children can be added later by logging in and managing your account.

This is the initial setup screen

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 | Example Student |
| Access ID | cas626 |
| Access Password | •••••• |
| Relationship | Father |

2

| | |
|-----------------|-----------|
| Student Name | |
| Access ID | |
| Access Password | |
| Relationship | -- Choose |

You should have received this information in the form of a Parent Portal letter before and it was previously what was used to login to the parent portal. This information is the same year to year so you can use the info from previous years. If you are missing this information please contact the appropriate schools main office.

Access ID: Old Parent Portal Username

Access Password: Old Parent Portal Password

Adding Additional Students Post Account Creation

- Once you have logged into your account, after clicking on **Account Preferences** there is a **Students** Tab which will bring you to this screen.

Account Preferences - Students

Profile Students

Add

My Students

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

1. XXXXXXXXXX

- Then Clicking Add brings up this screen

Add Student

Student Name Access ID Access Password Relationship

-- Choose

? Cancel Submit

- Input the necessary information which is the same from the [Associating Student Accounts](#) Section.