

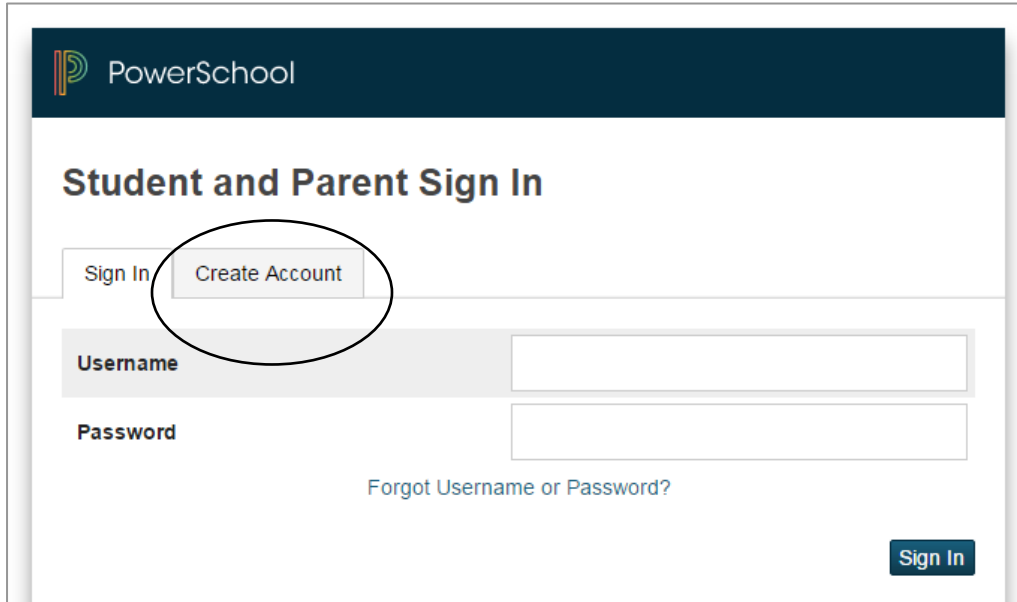
Dear Parent or Guardian:

We are pleased to introduce you to a new way of signing in to the PowerSchool Parent Portal called single sign on. This change effects only parent accounts and does not effect how students log in. Parents and guardians can have one login to access all of their student's grades and attendance in one place. Also, parents and guardians will not have to share logins as each parent or guardian can set up his or her own unique login and password. Please follow the directions below to get started using the PowerSchool Parent Portal.

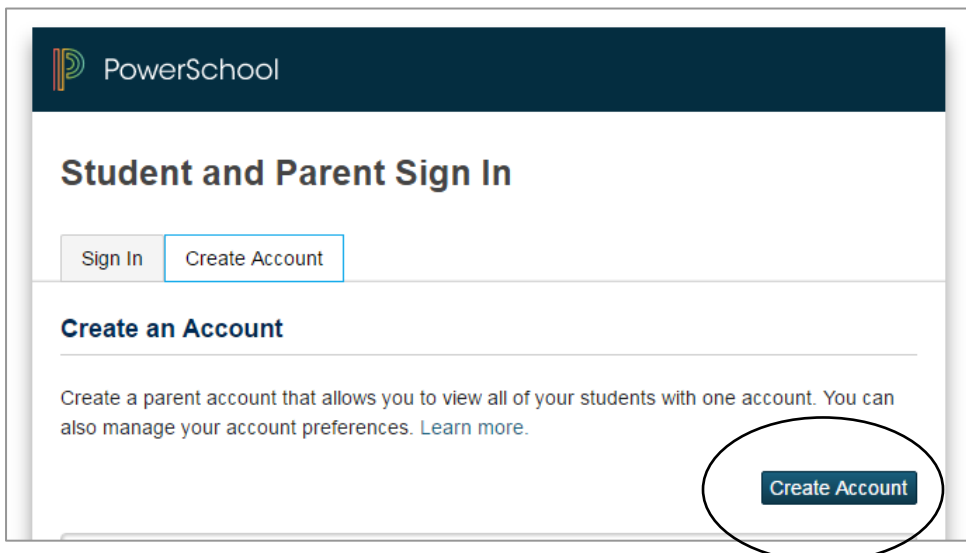
1. Go to the "Sweet Home PowerSchool Parent Portal" log in page:

powerschool.shs.k12.ny.us/public

2. Select the **Create Account** tab and then click the **Create Account** button.



The screenshot shows the PowerSchool login page. 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 circled in black. Below the tabs are two input fields labeled "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.



The screenshot shows the PowerSchool login page with the "Create Account" tab selected. Below the tabs is the heading "Create an Account". Below this heading is a paragraph of 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 is a "Create Account" button, which is circled in black.

3. Fill in the requested information. Please take note of the password requirements listed which may differ from the example screen shot shown below.

Create Parent Account

Parent Account Details

First Name	Parent
Last Name	Account
Email	pacct@email.com
Desired Username	pacct@email.com
Password Strongest
Re-enter Password

Password must: -Be at least 6 characters long

Create Parent Account - Parent Account Details

First Name – Enter your first name

Last Name – Enter your last name

Email – Enter your email address. This will be used for student notifications and correspondence related to your parent account.

Desired Username – Enter username.

Password – Enter a password. The password must be at least 6 characters long.

Re-enter Password – Re-enter the password.

Link Students to Account

You must link your account to at least one student.

At the bottom of the screen enter the Student Name, Access ID, Access Password, and choose a relationship to link your student(s) to your new login. If you have more than one student you can enter all of their names, Access IDs, and Access Passwords on this page. Once all information has been entered click **Enter**.

Student Name – Enter the name of the student you wish to link to.

Access ID – Enter the Access ID.

Access Password – Enter the Access Password.

Relationship – Select your relationship to the student.

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	John Doe		
Access ID	12345		
Access Password		
Relationship	Mother		▼

4. Once you have entered the required information click **Enter**. You should then be taken back to the log in screen and can now log in using your new username and password.
5. In the Parent Portal you can manage your account by clicking the Account Preferences button. If you have linked to more than one student, you will see buttons in the upper left to switch between your students.