

PowerSchool Parent Portal User's Guide

How to Create an Account, Login, and Access Student Information Using PowerSchool's *Parent Portal* Website

In an effort to create further enhance communication in the district, Avon Public Schools utilizes the *PowerSchool Parent Portal*. This program is in use at Avon Middle School and Avon High School. We hope you find this a useful tool for viewing student's grades, attendance, and schedules.

Table of Contents

[A. CREATING YOUR FIRST PARENT PORTAL ACCOUNT](#)

[B. LOGGING INTO YOUR PARENT PORTAL ACCOUNT](#)

[C. ADDING ANOTHER STUDENT TO YOUR EXISTING PARENT PORTAL ACCOUNT](#)

[D. ACCESSING INFORMATION IN PARENT PORTAL](#)

[E. USING THE MOBILE APP](#)

Questions/Technical Problems:

General Questions: Please see the FAQ (Frequently Asked Questions) sheet mailed to you.

General Attendance Questions: Call your school office.

Problems Accessing *Parent Portal*: Call your school office.

A. CREATING YOUR FIRST PARENT PORTAL ACCOUNT

Before you login to use *PowerSchool Parent Portal* using Single Sign On for the first time, you must create an account. You only need to do this once.

1. Open your favorite browser (*Internet Explorer, Firefox, Google Chrome, Safari, etc.*) on your computer and connect to the Internet. If you do not have Internet access at home, computers are available at Avon Free Public Library.
2. In the address bar, enter the following: <https://avon.PowerSchool.com> or go to the district website (www.avon.k12.ct.us) go to your school, click on **Parents & Students>PowerSchool**. You should now see a login screen that looks like this. [TIP: It's a good idea to save this site as one of your favorites by bookmarking it. (To do this on a PC, right click on the screen and select *Add to Favorites.*)]
3. Click on the blue **Create Account** button.
4. On the next screen, fill in **your** First Name, Last Name and email address. [TIP: Make sure you use a strong password and keep that password confidential.]
5. Enter the Access ID and Password for each of your children at AMS or AHS. The IDs and Passwords are provided in the enclosed letter. Click Submit.

You should now see the login page and a message notifying you that your account was created successfully.

B. LOGGING INTO PARENT PORTAL

Once you have a *Parent Portal* account set up, you can log in to check your child's grades, attendance, and schedules from any computer with Internet access.

1. Open your favorite browser. Navigate to <https://avon.PowerSchool.com> or go to the district website (www.avon.k12.ct.us) go to your school, click on Parents & Students>PowerSchool. A login screen appears.
2. Enter your user name in the User Name box and your password in the Password box. Click the Submit button. You should now be able to view your child's grades, attendance, and schedules .

PowerSchool

Student and Parent Sign In

Sign In Create Account

Username

Password

Forgot Username or Password?

Sign In

PowerSchool

Create Parent Account

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must: -Be at least 6 characters long

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

Access Password

Relationship -- Choose

2

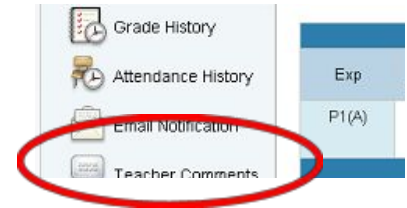
Student Name

Access ID

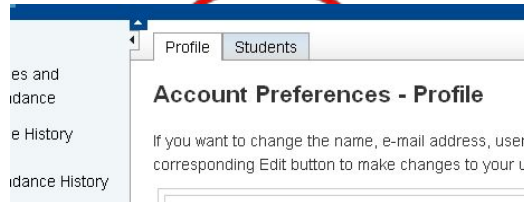
C. ADDING ANOTHER STUDENT TO YOUR EXISTING PARENT PORTAL ACCOUNT

If you have more than one child in school, you may add them to your account by following these steps.

1. After logging in to Parent Portal, click on **Account Preferences** near the bottom left of your screen.



2. Click on the **Students** tab.



3. Click on the **Add** button to the right of your screen.



4. Fill in the required information (Student Name, Access ID, Access Password, and Relationship) and click **Submit**. The Access ID and Password were included in the letter.

A screenshot of the 'Add Student' form. The form has four columns: Student Name, Access ID, Access Password, and Relationship. Each column has an input field. The Relationship field is a dropdown menu with '- Choose' selected. At the bottom right, there are 'Cancel' and 'Submit' buttons.

TIP: If you have more children to add, repeat Steps #3 and #4.

D. ACCESSING INFORMATION IN PARENT PORTAL

1. Open your favorite browser. Navigate to <https://avon.PowerSchool.com/> or go to the district website (www.avon.k12.ct.us) go to your school, click on **Parents & Students>PowerSchool**.
2. You should now see a login screen that looks like this. (TIP: It's a good idea to save this site as one of your favorites by bookmarking it.)

PowerSchool

A screenshot of the PowerSchool login screen. The screen has a title 'Login'. There are two input fields: 'User Name' and 'Password'. Below the input fields, there is a link that says 'Having trouble logging in?'. At the bottom, there is a 'Submit' button.

Enter your user name in the **User Name** box and your password in the **Password** box. Click the **Submit** button.

You should now be able to view your child's grades attendance, and schedule.

Welcome, Last Name, First Name | Help | Sign Out

PowerSchool

Grades and Attendance | Standards Grades

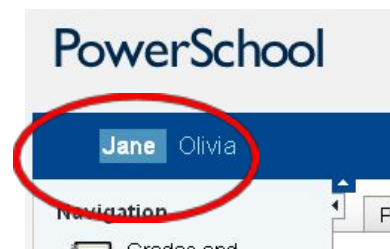
Grades and Attendance: Last Name, First Name

Exp	Last Week					This Week					Course	T1	T2	T3	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F						
P1(A)											Homeroom Gr. 5 Fitzgerald, Laurie				0	0
Attendance Totals															0	0

Show dropped classes also

M	T	Last Week				This Week				Absences	Tardies	
		W	H	F	M	T	W	H	F			
										0	0	
Attendance Totals											0	0

- Clicking on any blue text in the program provides more information. For example, clicking on a teacher's name [see arrow A] allows you to email the teacher. Clicking on a child's attendance [see arrow B] provides more detail on your child's attendance.
- If you have multiple children in the district, you can switch between children by clicking on their names at the top left of the screen.
- If you are not actively working in *Parent Portal*, your session will eventually timeout. If so, you need to log in again. When finished working in *Parent Portal*, it is important to log out. To logout of *Portal*, click **Logout** in the navigation bar on any screen.



Parent

E. Setting up Powerschool mobile app

- Download the free PowerSchool mobile app by clicking one of the links in the lower left hand side of the parent portal screen.
- After downloading the app, when opened for the first time, you will be prompted for the district code which is displayed on the screen as shown.

