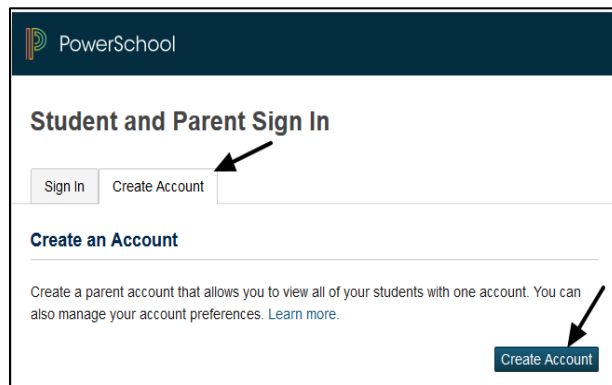


A. CREATING YOUR POWERSCHOOL PARENT PORTAL ACCOUNT

Before you login to use *PowerSchool parent portal* for the first time, you must create an account. You only need to do this once.

1. Connect to the Internet. Navigate to <https://avon.powerschool.com>.
2. Click on the **Create Account tab** and then click on the blue **Create Account button**.



The screenshot shows the PowerSchool login page. At the top, there is a dark blue header with the PowerSchool logo. Below the header, the main heading is "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". An arrow points to the "Create Account" tab. Below the tabs, there is a section titled "Create an Account" with a sub-heading "Create an Account". Below this, there 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.](#)" An arrow points to a blue "Create Account" button at the bottom right of the page.

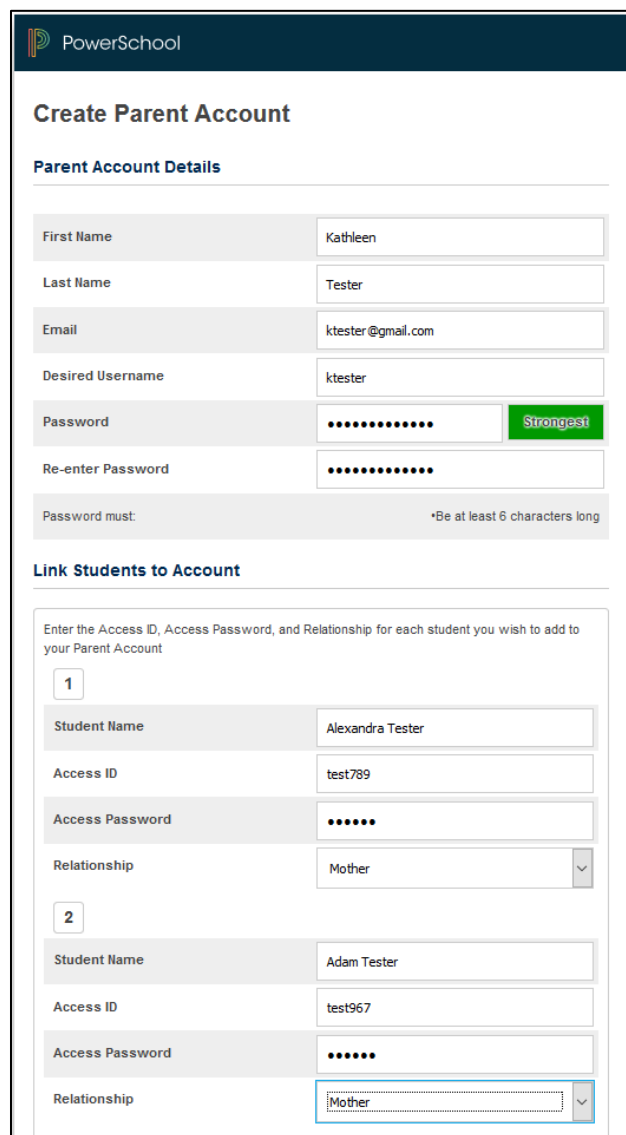
3. In the Parent Account Details section, fill in your **First Name**, **Last Name**, **Email** (required), your **Desired Username**, the **Password** you would like to use, then **Re-enter Password**.

TIP: Make sure you use a strong password and keep that password confidential.

4. In the Link Students to Account section, enter the student's first name and last name in the **Student Name** box, the **Access ID** and **Access Code** for the student and your **Relationship** to the student.

NOTE: Access ID and Access Codes are provided via email. If you did not receive the Access ID and Access Code, please contact your school office or the student's guidance counselor.

5. Repeat for each student. (If you have more than one child, you will receive separate emails with the Access ID and Access Code for each of child.) Click **Submit**.
6. You will see the log in page and a message notifying you that your account was created successfully. Please go to Section B2 on page 2 of this guide for instructions on logging in.



The screenshot shows the "Create Parent Account" page. At the top, there is a dark blue header with the PowerSchool logo. Below the header, the main heading is "Create Parent Account". There are two sections: "Parent Account Details" and "Link Students to Account".

Parent Account Details:

- First Name: Kathleen
- Last Name: Tester
- Email: ktester@gmail.com
- Desired Username: ktester
- Password: [masked] (Strongest)
- Re-enter Password: [masked]
- Password must: *Be at least 6 characters long

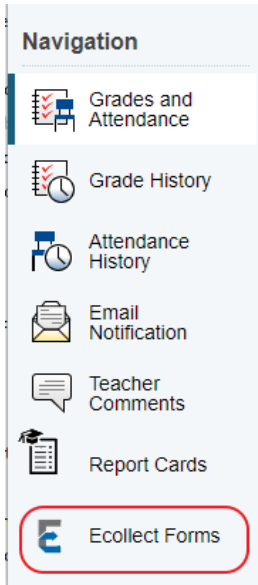
Link Students to Account:

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1. Student Name: Alexandra Tester, Access ID: test789, Access Password: [masked], Relationship: Mother
2. Student Name: Adam Tester, Access ID: test967, Access Password: [masked], Relationship: Mother

B. ACCESSING INFORMATION IN PARENT PORTAL

1. Connect to the internet. Navigate to <https://avon.powerschool.com>
2. Enter the **User Name** and **Password** you created on page one. Click the **Sign In** button.



3. You can now select which screen you want to view from the menu on the left. **ECollect Forms** will be one of those options.



4. If you have multiple students in the district, you can switch between students by clicking on their names at the top left of the screen.
5. Clicking on any blue text on the screen provides more information. For example, clicking on a teacher's name allows you to email the teacher. Clicking on a student's attendance provides more detail on student attendance.

Exp	Last Week					This Week					Course	Q1	Q2	Q3	Q4	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F							
9(A-B)						ABV										1	1
Attendance Totals																1	1

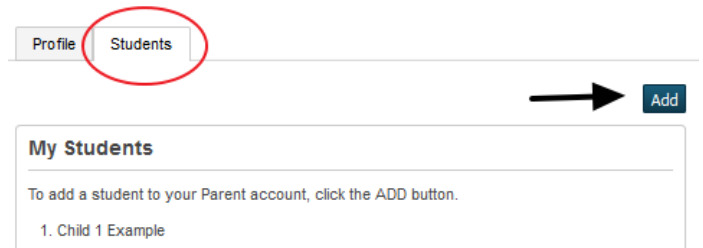
C. ADDING ANOTHER STUDENT TO YOUR EXISTING PARENT PORTAL ACCOUNT

If you have more than one student in either AMS or AHS and you did not add all of them when you created your account, 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.

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

Account Preferences - Students



Profile Students

Add

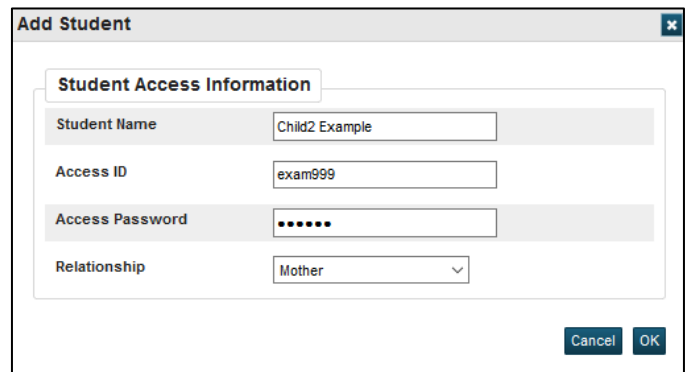
My Students

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

1. Child 1 Example

2. Enter the student's first name and last name in the **Student Name** box, the **Access ID** and **Access Code** for the student and your **Relationship** to the student. **Click** on OK.

TIP: The Access ID and Access Codes were provided via email. If you did not receive your Access ID and Access Code, please contact your school office or the student's guidance counselor.



Add Student

Student Access Information

Student Name Child2 Example

Access ID exam999

Access Password

Relationship Mother

Cancel OK

3. If you have more than one students to add, repeat Steps #2 and #3.

D. SETTING UP POWERSCHOOL MOBILE APP

1. Download the free PowerSchool mobile app on your mobile device from Apple's App store or Google Play.
2. Install the mobile app on your mobile device.
3. When you run the app the first time you will be prompted for the district code which is displayed on the image to the right.
4. You will use the username and password you created to access PowerSchool parent portal to login to the app.

