

## PowerSchool Parent Portal User Guide

PowerSchool Parent Portal is a tool that is integrated into the PowerSchool Student Information System. PowerSchool provides single sign-on access to parents/guardians for all your children in the student information system. Once your parent account is created, you can manage your account information, link any and all students in your family to one account and set email notifications.

### Create Account

To create your new account: go to the Albany County School District website:

<https://www.acsd1.org/acsd/>

Hover over the “Resources” tab

Click on the “Parent Resources” tab

Click on the “PowerSchool for Parents” link

Click on “Create Account” and the Parent/Guardian Account page appears:

First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address.
Desired User Name	Enter the user name you would like to use when logging into PowerSchool. The user name must be unique, so if you enter a user name already in use, you will be prompted to select another user name.
Password	Enter your desired password. The password must be unique and a minimum of 8 characters.
Re-enter Password	Enter your password again.

**Link Students to Account:** At this point, your previous user id and password are needed for each student in your family to create his/her link to your parent account. This information is found in the letter attached to these instructions.

Enter the following information for each student in your family:

<b>Student Name-</b> You only need to enter the first name of your student.	<b>Access ID –</b> This information is found in the attached letter. It is unique to each student in your family.	<b>Access Password—</b> This information is found in the attached letter. It is unique to each student in your family. This information is case sensitive, so use capital letters if your password is capitalized.	<b>Relationship –</b> A drop down is available. For example, if you are the mother, choose “mother-natural/adoptive.”
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Once you have entered all the information for each student in your family, click “enter.”

If you are successful, you will receive the following message: Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account. You only have to create your account once, and you will now continue using your new access.

If you are not successful, please check the following: you are using uppercase letters for the Access Password, or that you are entering the correct information for the Access ID and Password. If you forget your information and try to create your account again with the same email address, it will not let you and you will need to contact your school’s office for additional help.

## PowerSchool Parent Portal Start Page

When you log in to the PowerSchool Parent Portal, the Start page appears. At any time you want to return to the Start page, click on the "PowerSchool" logo in the upper left-hand corner.

**Main Menu:** The main menu consists of several icons within the navigation bar and includes links to the following functions:

Field	Description
Online Registration	Click to complete the online registration information.
Missing Assignments	Click to see if your student is missing any assignments.
Grades and Attendance	Click to view student grades and attendance for the current term.
Grades History	Click to view student grades for the previous term.
Attendance History	Click to view attendance history for the current term.
Email Notification	Click to set the e-mail notifications you can receive on a regular basis.
Teacher Comments	Click to view any teacher comments.
School Bulletin	Click to view the current school bulletin if your school uses this feature.
Class Registration	Not available at this time.
Balance	Click to view the current lunch balance and fee transactions.
My Calendars	Click to subscribe to specific homework and event calendars. Only available for Mac computers. Must install iCal on your computer.
My Schedule	Student's current schedule.
Account Preferences	Click to manage your PowerSchool Parent Portal account. Use this button to change password or add another student to your account.
Report Card	Elementary Only – view report card in html

**Important:** If you want to receive student information by email on a regular basis, you must set up the "Email Notification" tab for each student or "apply to all students".

## Link Additional Students in your Family to Your Account

If you need to link an additional student to your account after your account has been created:

Log in with your account credentials

Click on the "Account Preferences" tab

Click on the "Students" tab

Click on the "Add+" button on the top-right corner

Enter the Access ID and Access Password for the new student and click "Submit"

If you have more than one student in your account, the names of the students appear in the upper left-hand corner and click on each student's name to see his or her corresponding information.

## Student Access

Students will continue to use the previous Student Access ID and Student Password information to login and they will use the same links on the ACSD #1 website to Access their PowerSchool account information. Their login information is also contained in the attached letter.