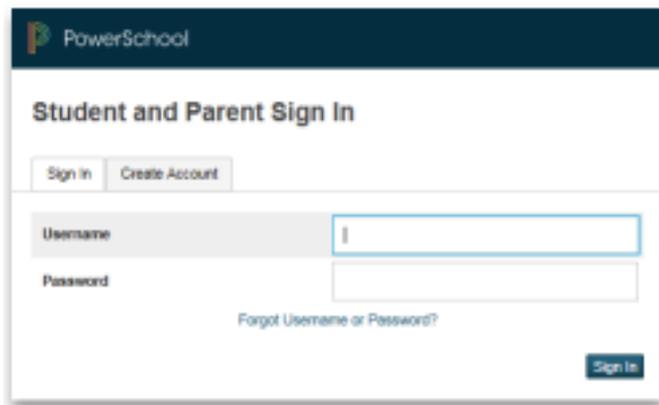


POWERSCHOOL PARENT PORTAL SETUP AND ACCESS INSTRUCTIONS

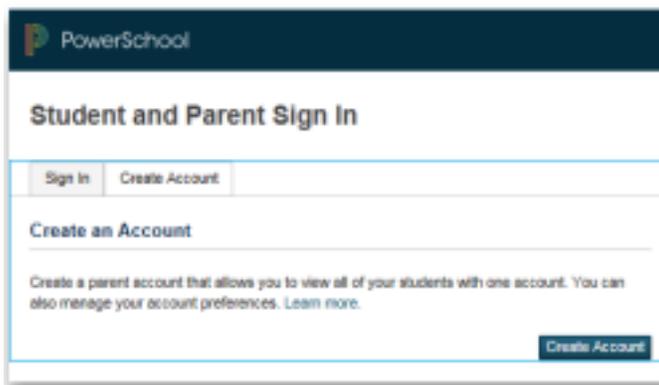
1) Open an internet browser on your computer and enter <https://ps.sherman.wnyric.org/public/home.html> in the address bar.

2) Click on the **Create Account** tab:



The screenshot shows the PowerSchool login page. At the top, there is a dark blue header with the PowerSchool logo. Below the header, the title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" and "Create Account". The "Create Account" tab is selected. Below the tabs, there are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form.

3) Click on the **Create Account** button at the bottom of the box:



The screenshot shows the PowerSchool login page with the "Create Account" tab selected. Below the tabs, the "Create an Account" section is visible. It contains a description: "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." A "Create Account" button is located at the bottom right of this section.

4) Create the Parent Account. Type in your **First Name**, **Last Name** and **Email Address** in the fields provided. Create a **Username** and **Password** of your choice. **The password must be at least 7 characters long.** You and your student will have separate passwords. It is advisable that you keep your username and password secure and not share it with anyone else.

PowerSchool

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must: *Be at least 7 characters long

Password must be at least 7 characters long

- Link students to accounts. Enter your child's first and last name in the **Student Name** field. In the **Access ID** field, enter your **Confidential ID** and your **Password**, which was provided to you in the letter from the school.

Select the **Relationship** that you have to the student from the drop down menu. Repeat this process in the subsequent fields on this screen to add other students to your parent account.

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

2

Student Name

Access ID

Access Password

Relationship

Enter "Your Confidential ID" from the school letter

Enter "Your Password" from the school letter

- Click Enter and you should see a message indicating that your account was created.

7) If you already have a PowerSchool account, you can add your new student to that account.

a) Sign in to your current account

b) Go to Account Settings



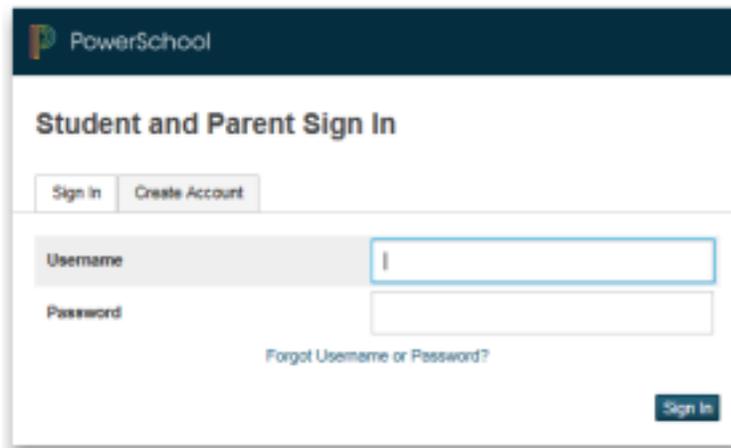
c) Select the Students tab and Add, then enter the information you were provided

The screenshot shows the 'Account Preferences - Students' interface. At the top, there are two tabs: 'Profile' and 'Students'. A red arrow points to an 'Add' button in the top right corner. Below the tabs is a section titled 'My Students' with the instruction: 'To add a student to your Parent account, click the ADD button.' There is a list with one item, '1.', followed by a greyed-out input field. Below this is a modal window titled 'Add Student' with a sub-section 'Student Access Information'. It contains four fields: 'Student Name' (text input), 'Access ID' (text input), 'Access Password' (text input), and 'Relationship' (dropdown menu with '-- Choose' selected). A callout box points to the 'Access Password' field with the text: 'Enter the students First and Last name then the Access ID and Password you were provided in the Parent Portal letter and choose your relationship to the student'. At the bottom right of the modal are 'Cancel' and 'OK' buttons.

Then to view your child's academic progress and attendance in Powerschool:

A) From your computer:

- 1) Return to <https://ps.sherman.wnyric.org/public/home.html>.
- 2) Under the **Sign In** tab, enter the **Username** and **Password** that you created in Step 4, above, and click on **Sign In**.



The screenshot shows the PowerSchool login interface. At the top, there is a dark blue header with the PowerSchool logo and name. Below the header, the page title is "Student and Parent Sign In". There are two tabs: "Sign In" (which is selected) and "Create Account". Below the tabs, there are two input fields: "Username" and "Password". The "Username" field has a blue border and a cursor. Below the "Password" field, there is a link that says "Forgot Username or Password?". At the bottom right, there is a blue "Sign In" button.

B) From your mobile device:

- 1) Download the appropriate app for your iOS device (iPad, iPhone) or Android device (Smartphones by Motorola, HTC, Samsung and Sony).
- 2) When prompted, enter the district code **XJQD**. Then your **Username** and **Password** to complete the setup.