

# PowerSchool Parent Portal Single Sign-On Account Creation

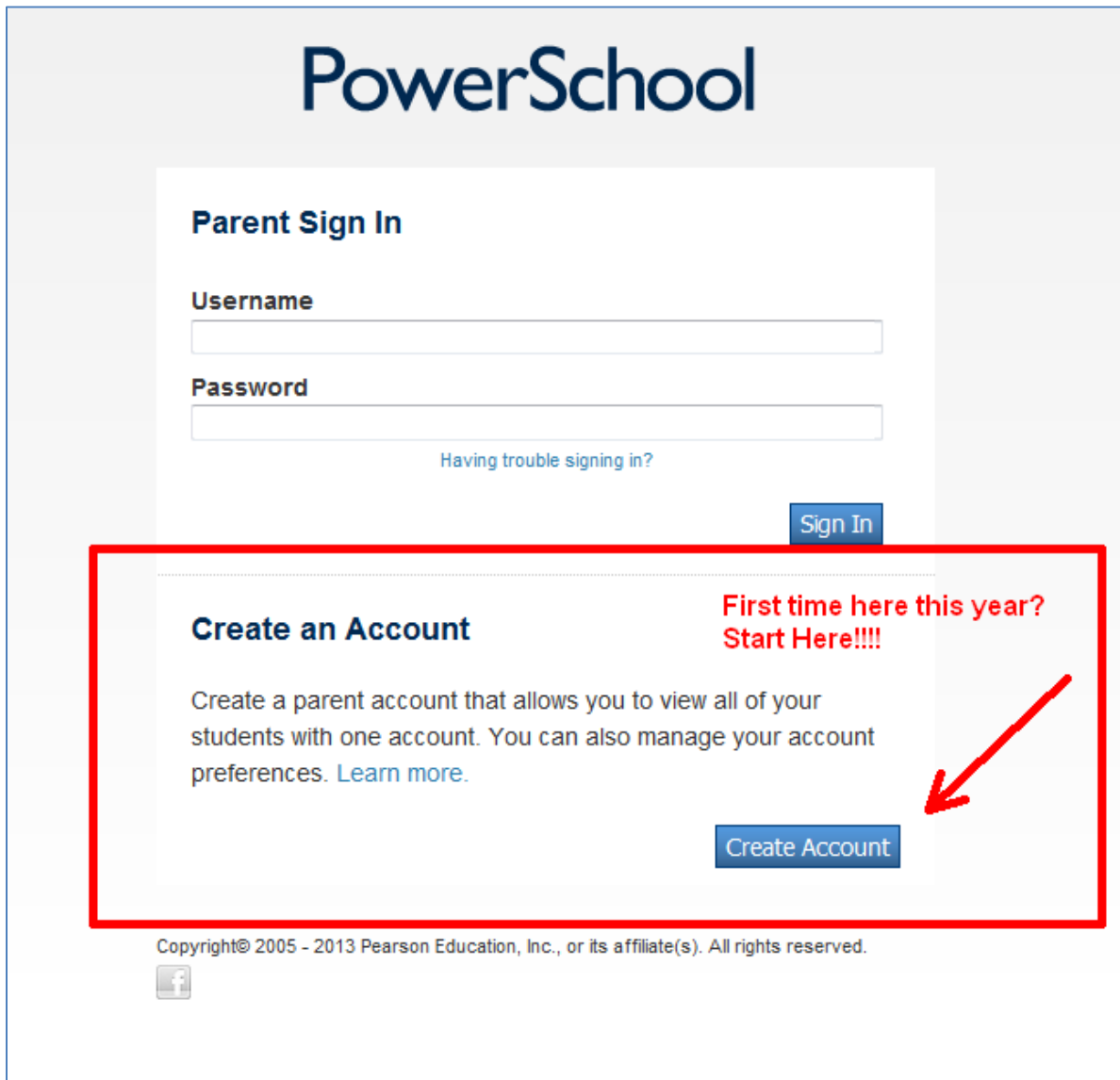
Parents and guardians need to create a new account in order to access the PowerSchool Parent Portal.

In order to successfully complete this process, you will need your Parent Portal login information. This is not the id your child uses to login to PowerSchool! The parent username starts with the letter 'p'. If you accessed the Parent Portal last year, you will need the username and password you used to log into the Parent Portal. If you have multiple children, you have a separate parent username and password for each child. You will need all of your parent login information to successfully link all of your children. If you are new to the district, you should have received a letter in the mail with your Parent Portal login information. \*See the last page of this document for an example of the Parent Portal login letter.

If you do not know or cannot locate your Parent Portal login information, please call the main office of your child's school. The main office personnel can mail or email a letter to you containing your account information or you can pick it up in person at the school.

Let's get started. Point your web browser to <http://powerschool.lmsd.org>.

1. Begin by clicking the 'Create Account' button.



**PowerSchool**

**Parent Sign In**

**Username**

**Password**

[Having trouble signing in?](#)

**Sign In**


**Create an Account**

First time here this year?  
Start Here!!!!

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.](#)

**Create Account**

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The Create Account button will bring up a screen where you will create your user account and link your child(ren) to your account, permitting single sign-on to access multiple student information.

2. Complete the top section of the Create Parent Account by filling in each of the boxes in the illustration below. All of the requested information is required.

**PowerSchool**

### Create Parent Account

First Name  → Enter YOUR first name here

Last Name  → Enter YOUR last name here

Email  → Enter YOUR email here

Desired Username  → Create your own username

Password  → Create your own password

Re-enter Password  → Re-enter your password again

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

Student Name	Access ID	Access Password	Relationship
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▼
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▼
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▼
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▼
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▼
6. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▼
7. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▼

3. Then, link your child(ren) to your new user account by completing the required information in the Link Students to Account section.

**Student Name** - Enter the name of your child. This does not have to be an exact match to what we have on file. If you have multiple children, this will tell you which child's information you are viewing.

**Access ID** - This is the parent username you were issued by the school. You most likely received this information in the form of a letter mailed from your child's school. If you accessed the portal last year, this is the username you used to login. This is not the student id. The parent username starts with the letter 'p'. Please enter it exactly as it is listed in the letter as it is case sensitive.

**Access Password** - This is the parent password you were issued by the school. You most likely received this information in the form of a letter mailed from your child’s school. If you accessed the portal last year, this is the same parent password you used last year.

**Relationship** - Please choose your relationship to your child from the drop-down box.

Please see the following example of what the data looks like completely populated.

The screenshot shows the PowerSchool interface. At the top is the 'PowerSchool' logo. Below it is the 'Create Parent Account' section with the following fields: First Name (Mary), Last Name (Smith), Email (marysmith@myemail.com), Desired Username (marysmith), Password (masked with dots), and Re-enter Password (masked with dots). A password strength indicator shows a green bar and the word 'Strong'. Below these fields is the text 'Password must: •Be at least 8 characters long'. The second section is 'Link Students to Account', which includes the instruction 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. This section contains a table with four columns: Student Name, Access ID, Access Password, and Relationship. The first row is populated with 'John', 'p112233', 'ahr123', and 'Mother'. The remaining six rows are empty, with the first three columns as text boxes and the Relationship column as a dropdown menu set to '-- Choose'. An 'Enter' button is located at the bottom right of the table area.

Student Name	Access ID	Access Password	Relationship
1. John	p112233	ahr123	Mother
2.			-- Choose
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			-- Choose

★ Once you successfully create your account, the username and password you created in the “Create Parent Account” step above is the username and password you will use to login to the PowerSchool Parent Portal.

This is a close-up of the 'Create Parent Account' form fields. It shows 'Desired Username' (marysmith), 'Password' (masked with dots), and 'Re-enter Password' (masked with dots). A password strength indicator shows a green bar and the word 'Strong'.

3. Click Enter and you will see a message that your new account has been created. Enter the username and password that you JUST created in step 2 above.

PowerSchool

Congratulations! Your new Parent Account has been created.  
Enter your Username and Password to start using your new account.

**Parent Sign In**

Username

Password

[Having trouble signing in?](#)

**Sign In**

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4. Please bookmark the URL for the Powerschool Parent Portal at <http://powerschool.lmsd.org>.

5. To watch a video explaining these directions, go to <http://www.lmsd.org/about-lmsd/newsroom/videos/view.aspx?viewnode=b54560abda186>.

Below is an example of the Parent Portal login information:

Since you now have immediate access to all your child's grades, we will no longer be sending interim notices or scholastic warning notices in the mail unless you request them. If you would like us to continue providing you with these notices, please put your request in writing below and return the bottom of this page to your child's counselor as soon as you can.

Portal Address: <http://powerschool.lmsd.org/public>

User Name: p112233 ← **This is your Access ID**  
Password: abc123 ← **This is your Access Password**

Sincerely,