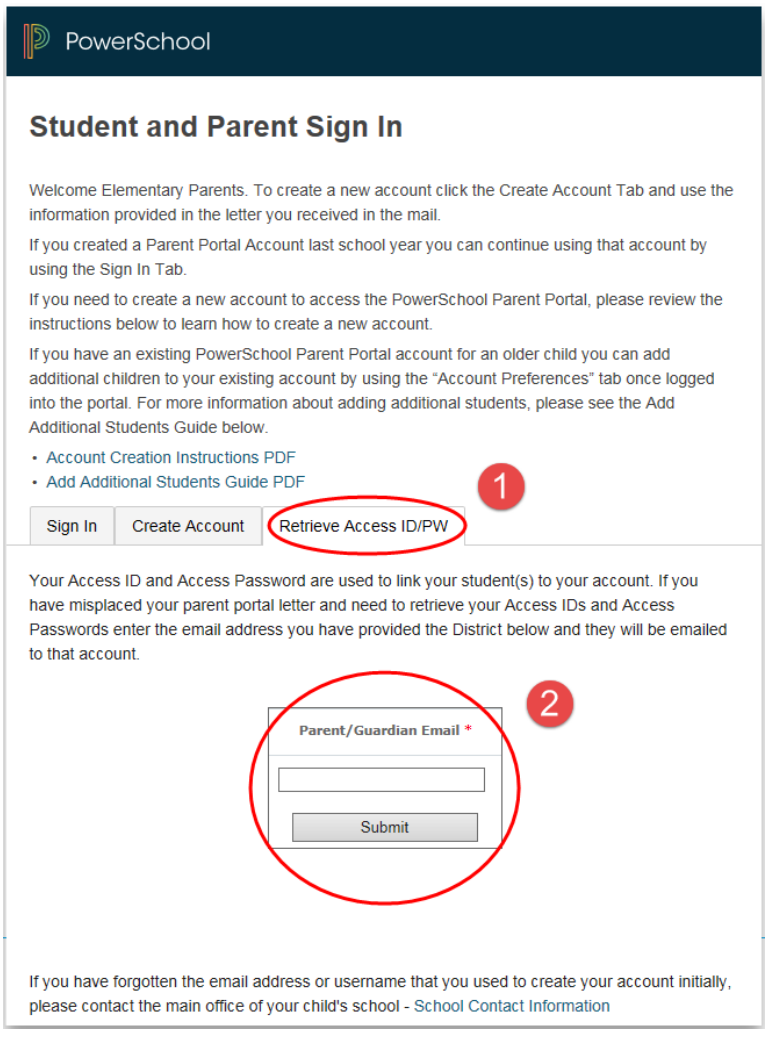
Lower Merion School District PowerSchool Parent Portal

I'm here because I need to… create an account, retrieve an Access ID and Access Password, add additional students to my account, or update my contract information. What do I need to do?

1. If you do not have a Powerschool Parent Portal account, begin by retrieving the Access IDs and Access Passwords for your children. Start with "Retrieve Access ID and Access Password" step 1 below.
2. If you have an Access ID and Access Password for each of your children, but do not have a Powerschool Parent Portal account, start with step 2 "Create Powerschool Parent Portal Account" below.
3. If you have an existing PowerSchool Parent Portal account for an older child, you will need to add your other children in order to update the contact information for each of them. Start with step 3 "Add Additional Students" below.

Step 1. Retrieve Access ID and Access Password

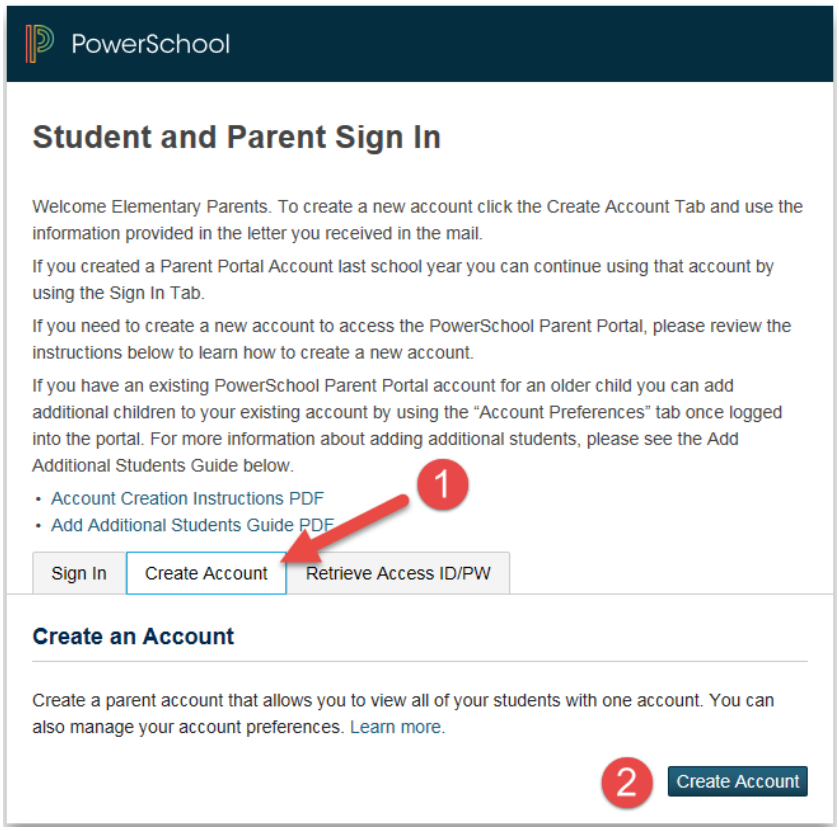
Start by retrieving the Access ID and Access Password for your children. This step is necessary to connect your children's individual student information to your Parent Portal account. To retrieve the Access ID and Access Password for your students, first, click the 'Retrieve Access ID/PW' tab located at https://powerschool.lmsd.org. After clicking the tab, enter and submit an email address you have provided to the District, and the Access ID and Access Password for your students will be emailed to you. For additional assistance, see the visual below.



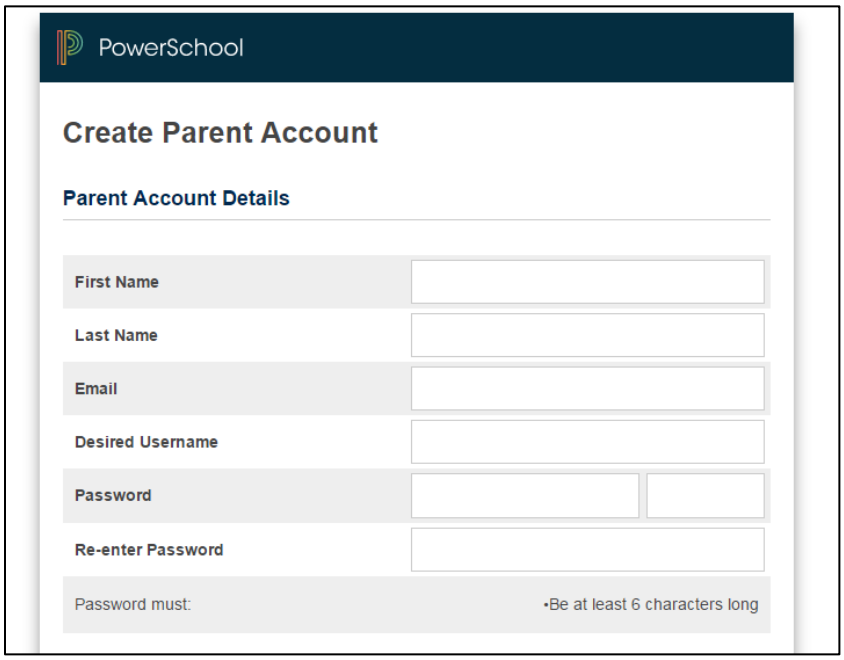
If you cannot recall an email address you have provided to the District, please call the main office of your child's school and request a Parent Portal letter. You can find the phone number for your child's school at http://www.lmsd.org/schools. The main office of your child's school can mail or email the letter to you or you can pick it up in person at the school.

Step 2. Create Powerschool Parent Portal Account

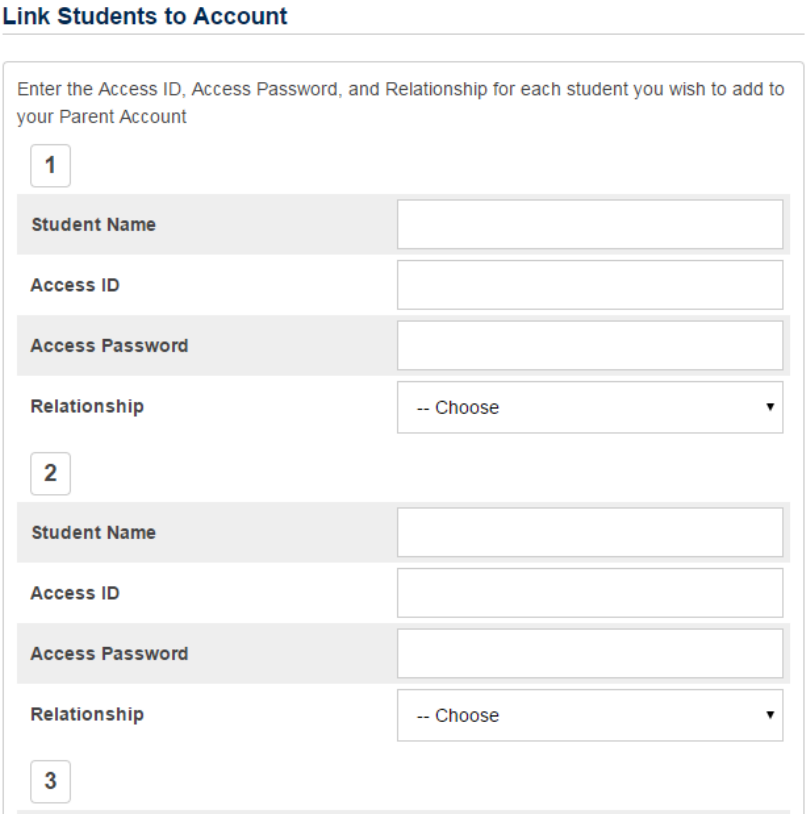
Begin by clicking the 'Create Account' tab at https://powerschool.lmsd.org. Then, select the 'Create Account' button.



Complete the top section, Parent Account Details, by filling in each of the boxes in the illustration below. All of the requested information is required. Going forward, this will be the information that you use to access the Parent Portal.



Then, link your child(ren) to your new account by completing the required information in the bottom section, Link Students to Account. If you have more than one student, enter the Access ID and Access Password for each child in order to link their student information to your account.



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 show you which child's information you are viewing.

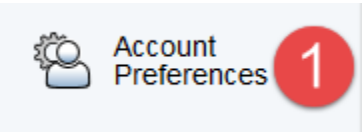
Access ID/Access Password - Please reference the Parent Portal letter that you obtained in Step 1 above. Please enter the Access ID and Access Password exactly as it is listed in the letter as it is case sensitive.

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

Finally, click the 'Enter' button and you will return to the login page. Enter the username and password that you JUST created in order to access the Powerschool Parent Portal.

Step 3. Add Additional Students

If you have an existing PowerSchool Parent Portal account for an older child, you can add additional children to your existing account by using the "Account Preferences" tab. Once you have successfully signed in to Parent Portal, select the "Account Preferences" icon on the left side of the webpage.



Choose the 'Students' tab and then click the 'Add' button.

Enter your child's name, Access ID, and Access Password. In addition, add a relationship to student and select the 'Submit' button.

After creating your Powerschool Parent Portal account and adding your children to your account by using the Access ID and Access Password for each child, you can update your contact information by selecting the Year Round Update on the left side menu.