PowerSchool Parent Portal Single Sign-On Account Creation
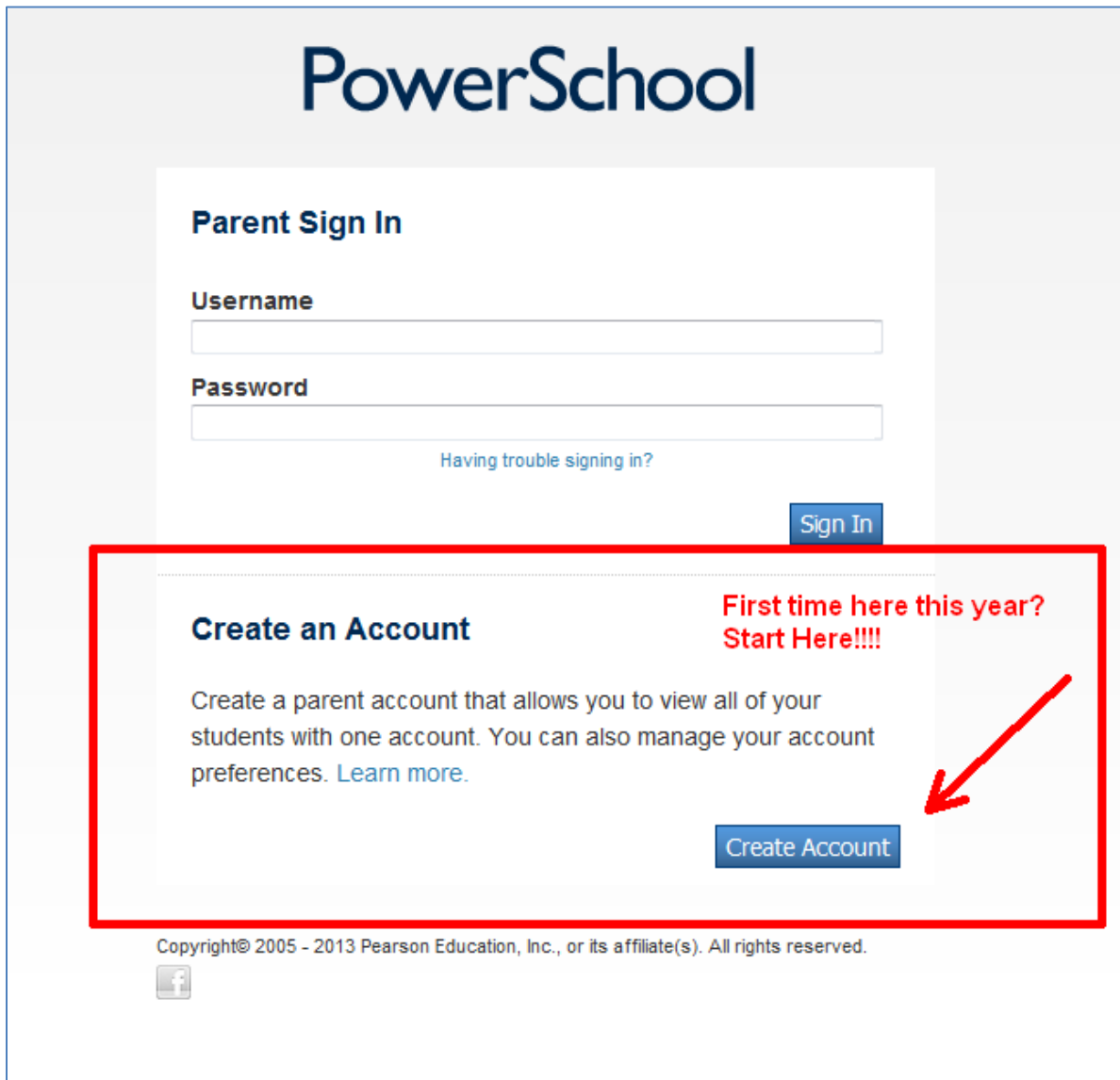
Parents and guardians need to create a new account in order to access the PowerSchool Parent Portal.

In order to successfully complete this process, you will need your Parent Portal login information. <u>This is not the id your child uses to login to PowerSchool.</u> 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

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

Field		
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.				-- Choose
2.				-- Choose
3.				-- Choose
4.				-- Choose
5.				-- Choose
6.				-- Choose
7.				-- Choose

Enter

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.

★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.

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.

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: