

**Creating a
Parent Access Account
for families new to RSPS**

**Resurrection-St. Paul School
Fall 2011**

Presentation Goal

Guide you through the process of creating a new parent access account.

Account Management

- Create a single account that links multiple students
- Setup username and password
- Reset/change password

User Friendly

- Improved interface
- Toggle between students
- Printing student screens easier
- Time and date stamp notes last login

Create an Account – Needed Information

To create a new account you will need one of the following:

- New parents will receive a letter containing an initial student ID and passcode
- Parents of students transferring into RSPS from an other AOB school need their student's ID and passcode from last year

Create an Account – Access PowerSchool

Access PowerSchool at:

<https://archbalt.powerschool.com>

PowerSchool

Login

User Name

Password

[Having trouble logging in?](#)

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)



Click on Create Account

Create an Account – Enter Information

Create Parent/Guardian Account

First Name

Last Name **Enter your information**

Email

Desired User Name

Password

Re-enter Password

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

Student Name	Access ID	Access Password	Relationship
1. <input type="text"/> Enter student name(s)	<input type="text"/> Enter existing student usernames	<input type="text"/> Enter existing student passwords	-- Choose <input type="button" value="v"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
6. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
7. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>

Use the drop down menu to select your relationship to the student

Click Enter to submit

Create an Account – Verification

PowerSchool will verify the following:

- Username and password are unique
- Password is at least 6 characters
- Student access information is correct
- One account setup per email address

Create an Account – Confirmation

PowerSchool

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

Login

User Name

Password

[Having trouble logging in?](#)

Submit

You will receive this confirmation screen after creating your account.

Enter your newly created username and Password to access your student's information.

PEARSON

Copyright© 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved.
www.PearsonSchoolSystems.com

Access Student Information

Parent Access will open on Friday, October 1.
Until that time, you will see this screen:



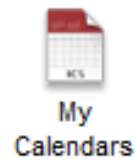
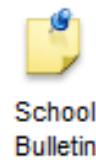
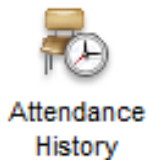
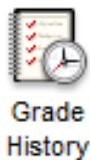
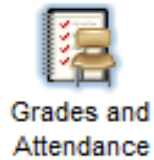
The screenshot displays the PowerSchool parent access interface. At the top left is the "PowerSchool" logo. To its right is a navigation bar with ten icons and labels: "Grades and Attendance", "Grade History", "Attendance History", "Email Notification", "Teacher Comments", "School Bulletin", "Class Registration", "My Calendars", and "Account Preferences". Below the navigation bar are two blue buttons on the left and three buttons on the right: a hamburger menu icon, a question mark icon, and a "Logout" button. The main content area features a yellow banner with the text "Information Not Available" in bold. Below the banner, a message states: "This information is not available for the current student at this time."

PowerSchool Toolbar

Shows historical grades for the year. Historical grades appear after each Trimester closes.

Set up email notification here.

Edit account settings and preferences, including username and password.



Access grades and attendance. In QuickLookup, click on class grade for details

Historical attendance for the school year.

View teacher comments

Print current screen

Access help feature



Assistance

If you need help setting up your parent access account, contact Tracy Carpenter at tcarpenter@resstpaul.org.