



## **Parent Portal by PowerSchool**

### **User Guide**

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**To get started, you must create your PowerSchool account and attach students. You should have received a letter with your parent access ID and access password.**

**These values are needed to attach a student to your account. If you do not have this information or have questions, contact your school's secretary or the guidance office.**

**Launch a web browser (Google Chrome, Internet Explorer, Safari, or FireFox) and enter the following:**

**<http://sjpowerschool.berrienresa.org>**

## Student and Parent Sign In

Sign In

Create Account

### Create an Account

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

Click on 'Create Account'

Fill in the 'Parent Account Details'

## Create Parent Account

### Parent Account Details

First Name

Last Name

Email

Desired Username

Password  Strongest

Re-enter Password

Password must: •Be at least 6 characters long

Fill in the 'Link Students to Account' section for each student you would like to have access to. You will need your parent access ID and password.

**Link Students to Account**

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

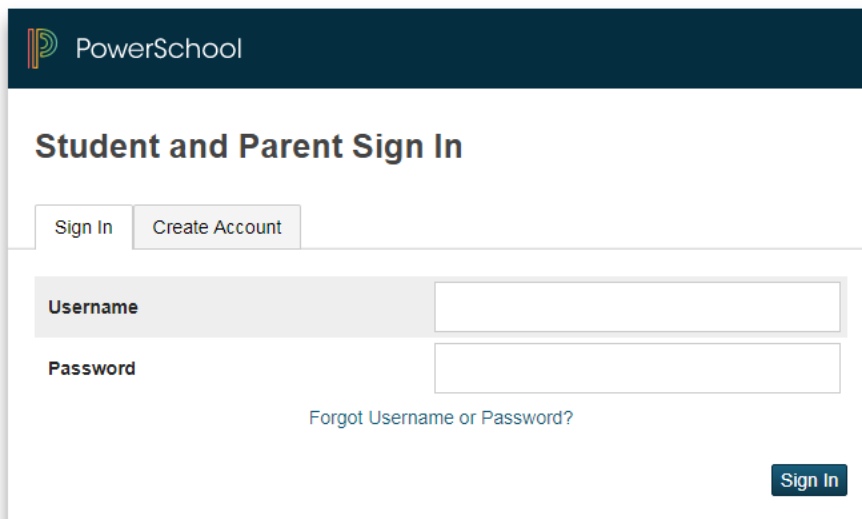
1

Student Name	Jack
Access ID	31xkKf247
Access Password	.....
Relationship	Father

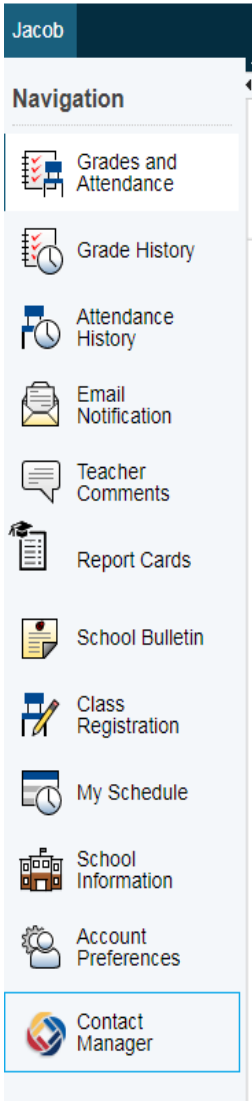
2

Student Name	Elizabeth
Access ID	jt34kL43
Access Password	.....
Relationship	Father

You should see a message 'Congratulations your new account has been created' and your sign in screen will appear.

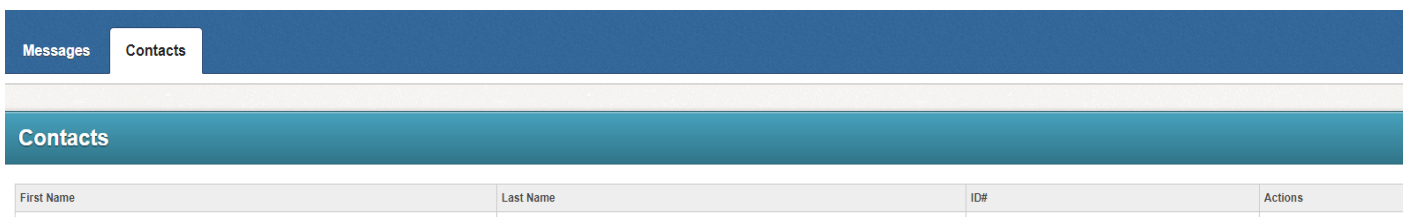


The image shows the PowerSchool login interface. At the top is the PowerSchool logo. Below it is the heading 'Student and Parent Sign In'. There are two tabs: 'Sign In' (selected) and 'Create Account'. The 'Sign In' section contains a 'Username' field, a 'Password' field, and a 'Forgot Username or Password?' link. A 'Sign In' button is located at the bottom right of the form.



**Sign in with your username and password. Your student information will appear. You should see a tab for each of your students.**

**Under Navigation, you will see many options. Please use ‘Contact Manager’ to view School Messages and update your phone, email, and text notifications. Under actions choose ‘edit’.**



**When finished in PowerSchool, it is important to log out of the application. You may log out from any page in the Parent Portal.**