PowerSchool Parent Portal sign on has changed to a Single Sign-on process. Which means less work for you to access your student(s) this School Year.

So let’s begin:

First – make sure that you are using the correct Web Browser for this process.

1. Make sure that you have or can download – Mozilla FireFox. (*Which looks like the icon below*)

2. Open Mozilla FireFox

Con’t . . .
3. Do a search for “Gallup McKinley County Schools – Homepage”
   - [http://www.gmcs.k12.nm.us/](http://www.gmcs.k12.nm.us/)

   Your computer screen should look as it does above

4. Look for “Parents” Tab > select “PowerSchool Log-in for Parents and Students”.

Once you have made your selection. This will then take you to the login page for Parent Access.
You’re doing GREAT!! . . . Keep going . . . 😊

Your screen should look like the above – *if you are having complications - please look at your settings, if it has not opened to a login screen.*

5. Select the back tab > Create Account.
   - Do not enter any login information as of yet.
   - Please have your student(s) State ID number(s) handy.
     - This is a 9-digit number
     - Contact your child school to retrieve this information; if needed.
6. Here we will select the > Create Account.

*** FYI: If you would like more detail at what information is needed you can select > Learn More ***

- Break down of field information will come up.
Awesome, you’re almost done!

Take a quick glance at the application that now needs to be input by you.

All fields are self-explanatory; a walk through for the > Link of Students is on the next page.
**Parent Information:**
- **Data Entry is key!** Fill in fields accordingly (First Name, Last Name)
- Please use your current active email address; the email provided is used to recover your Username and/or Password – should it be forgot.
- Information that is input here is your Unique Username
- Provide an easy password that only you can remember. Keep this information in a safe place.

**Student Information:**
- Provide your students name
- **Access ID** you will input your Student State ID adding a “G” to the beginning  
  (ex: G123456789)
- Access Password is the student DOB (mmddyyyy)
- Relationship to you parent/guardian
Fabulous!!!
You have created your Parent PowerSchool Single Sign on!!

*If you are not here, look at the screen and read the red errors and fix them accordingly – make sure that you re-enter the password as they clear each time an error comes up, and SUBMIT again.*

Should you have no errors – you are able to use your login information you have created. (Parent: Username/Password)

Let the system compile the information given; the system will then redirected to PowerSchool with Student(s) class schedule.

Look on the next page! 😊
HORRAY!! You did an amazing job - WELL DONE!

Navigate around the page! Take a look around 😊 . .

- Select your student(s) name (on the top right corner) you will see their class schedule and grades.
  - Selecting a “Letter grade” will take you to each class and show you what assignments that have been graded and what is pending.
- Select each of the different “Navigation” buttons and you can get
  - Grade and Attendance Alerts
  - Email alerts
  - Power Announcement alerts

  - IF your phone information is NOT correct – contact the school to get this updated right
TROUBLESHOOTING:

1. **Forgot your Username/Password**

   Follow all the prompts on screens and you will be emailed your Username/Password. It is very important that you use the email you created with your Parent PowerSchool.

2. **Cannot login with the student State ID**
   - Contact your student school and verify Student State ID and DOB
   - Make sure that you are adding the “G” to the front of the Student State ID

If you have exhausted all your help, troubleshooting and are still having difficulties with using the PowerSchool Parent Portal. Please give Student Information as call and we can assist; Tawny Manygoats (505) 721-2217