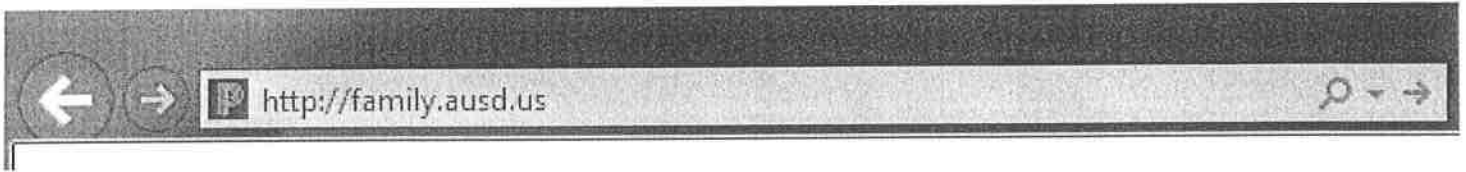
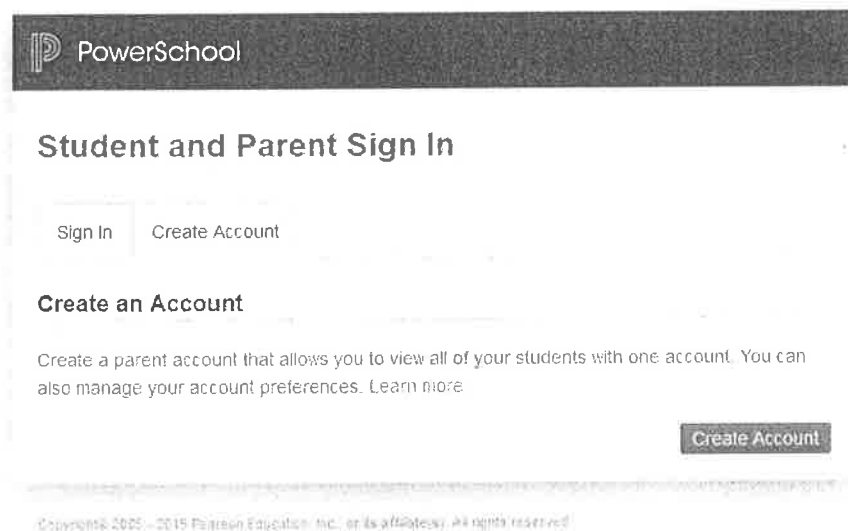


Parent Portal SSO Registration Instructions

Alhambra Unified School District is happy to announce that we will be implementing the PowerSchool Parent Portal Single Sign-on. The single sign-on will allow you to see academic information for all your students in one account. Each parent or guardian could have their own personal account to view their student's data.

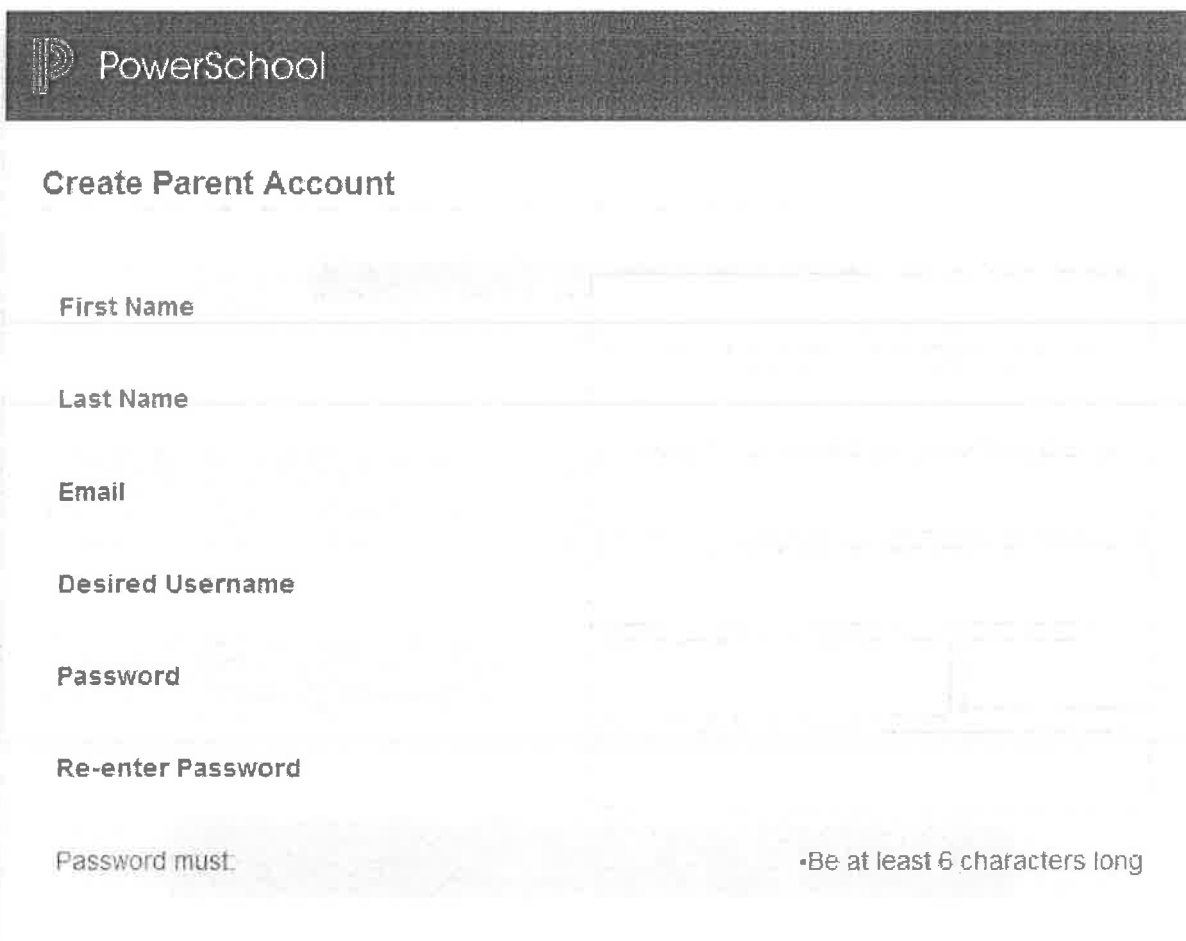


To begin click on the **Create Account** button.



This brings up the page where you enter the information needed to establish your new single sign-on account. Enter your first and last name, your email address and your desired username. (Please note your username and email address must be unique.)

Next enter the password you wish to use with your new account. For your security we recommend a password that is at least 6 characters long and that contains upper and lowercase letters, as well as numbers. Please avoid using a password that could easily be guessed by another person.



The image shows a screenshot of a web form titled "Create Parent Account" on the PowerSchool website. The form is contained within a dark grey header bar with the PowerSchool logo. Below the header, the form has a white background with a light grey border. It contains several input fields, each with a label to its left: "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". The "Password" field has a small icon of a key, indicating it is a password field. Below the "Re-enter Password" field, there is a note: "Password must: •Be at least 6 characters long".

PowerSchool

Create Parent Account

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must: •Be at least 6 characters long

Next, in the 'Link Student to Account' section. Enter the student name, Access ID and Access Password, which has been provided to you. The Access ID and Access Password are required to create a Parent account. If you do not have the Access ID or Access Password for your child or children, please contact your school for assistance.

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

Access ID

Access Password

Relationship

-- Choose



Then, choose your relationship to the student from the drop down menu. Note that in the relationship drop down menu, there are many relationship types to choose from. Choose the relationship type that most closely reflects your biological or legal relationship to the student.

You can enter information for up to seven students when creating your single sign on account. If you have more than seven students to set up an account for, you will be able to do so once your account is established.

7

Student Name

Access ID

Access Password

Relationship

-- Choose



Enter

Once you've entered all your information, click the ENTER button. Assuming all the information you enter is valid, you will be taken back to the login screen where you can then login using your new account.

