



## How to create a new parent account in PowerSchool, and link it to your Child.

**Step 1) Refer to the Access Account information or parent letter provided by your school.**

In order for a parent to create a new account they will need to have their **student's access** username and password (sometimes called Access Key or Access ID). The school will provide parents/guardians with this access information. **Note:** Parents/Guardians will use this information to create their own account which is linked to their child's/children's account.

**Step 2) Navigate to the school's public login in your favorite web browser (Chrome, FireFox, Internet Explorer, etc.)**

The parent letter should contain the web address for the public PowerSchool portal. Navigate to the following: <https://powerschool.ghsd.k12.ca.us>

**Step 3) From the home screen, select the tab "Create Account."**

PowerSchool

### Student and Parent Sign In

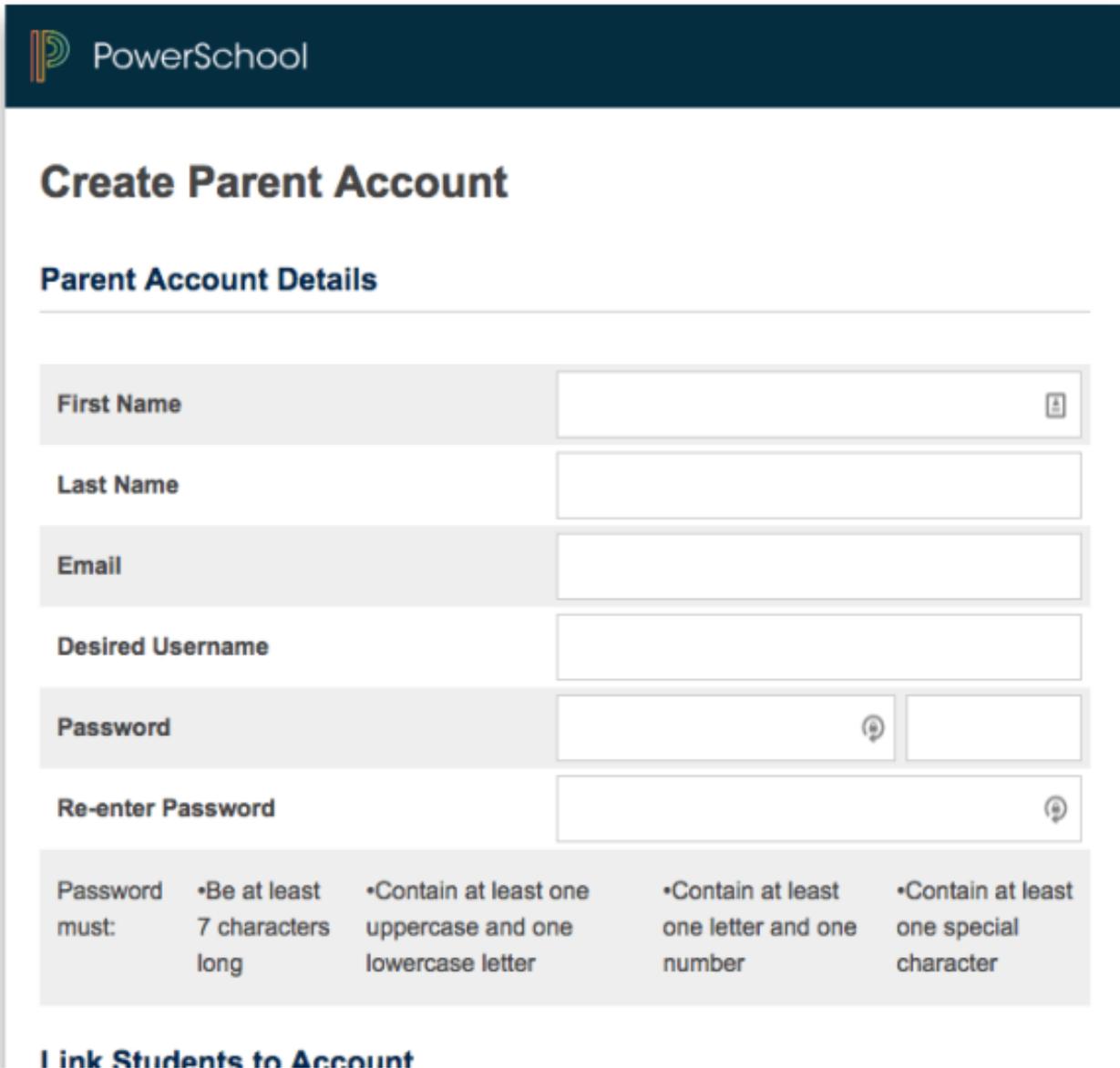
Sign In Create Account

#### 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

**Step 4)** Create *your own* username and password. This will be your new permanent user name and password.



The screenshot shows the PowerSchool 'Create Parent Account' form. At the top is the PowerSchool logo. Below it is the title 'Create Parent Account' and a section header 'Parent Account Details'. The form contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. Each field has a small icon in the top right corner. Below the 'Password' and 'Re-enter Password' fields is a password requirements section with five criteria: 'Be at least 7 characters long', 'Contain at least one uppercase and one lowercase letter', 'Contain at least one letter and one number', and 'Contain at least one special character'. At the bottom of the form is a section header 'Link Students to Account'.

**PowerSchool**

## Create Parent Account

### Parent Account Details

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must:

- Be at least 7 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character

**Link Students to Account**

### Step 5) Connect to your student or students

Under **Link Students to Account**, use the **student's Access ID** and **Access password** provided by the school. If you have multiple students at one school the school who have permission to access PowerSchool, you may link to the accounts now or once you login for the first time. (See screenshot below)

Press Submit.

## 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

2

Student Name

Access ID

Access Password

Relationship

-- Choose

## Step 6) Login using the newly created account

Return to the home page and use the new login to access your PowerSchool account. \*\*Use the login created during Step 4.

**Note:** If your school has upgraded to PowerSchool 9.0 (most have PowerSchool 11), you will now be able to see multiple students through one parent portal account.

PowerSchool Welcome, James Reid Help Sign Out

Reid

Alerting SwiftReach SwiftK12

Navigation Grades and Attendance Grade History Attendance History Email Notification School Bulletin Class Registration My Schedule School Information Score Reports Account Preferences Access Logs Graduation Progress Honor Roll My Schedule

### Grades and Attendance: Reid, Britt

Click Here to see a list of all your students past assignments for this term.

Exp	Last Week					This Week					Course	T1	T2	T3	T4	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F							
1(A)											Spanish Email Kyle, Selina - Rm: 1	A- 90.94	B 86.23	B+ 89.29	B 86.29	1	0
1(B)									UNV		Geography & World Affairs Email Lane, Lois - Rm: 79B			A 93.26	A- 90.24	2	0
2(A)											College and Career Ready Email Clark, Kent - Rm: 99	A 93.44	A- 91.49	A+ 98.13	A 96.69	1	0
2(B)											Physical Education Email, Gordan, Barb - Rm: 03 GYM	B 85.71	C 75.6	A- 90.8	B+ 88	0	0
3(A)											Elements and Principles of Car Design Email Stark, Tony S - Rm: 1241	A+ 99.79	A 95.74	B 84.81	B 86.52	1	0
3(B)									UNV		Education Affairs Email Jordan, Hal - Rm: 92	A- 92.06	A- 91.1	B+ 87.57	B+ 89.52	2	0
4(A-B)								UNV	UNV		English Email Luther, Lex - Rm: 14			A- 91.28	B 85.14	4	0
<b>Attendance Totals</b>															<b>11</b>	<b>0</b>	

Please remember that not all PowerSchool parent portals will contain the same information, and not all schools use the same access type.

For best results, follow the information provided by your school's staff.

Please be aware this documentation is for internal use only; it is for authorized users within the Galt Joint Union High School District. Unauthorized activity is subject to monitoring and removal of permissions/access.