



Creating PowerSchool Parent Portal Account



1. Open a web browser and enter the URL: dothancs.powerschool.com/public
2. Click **“Create Account”** tab

PowerSchool SIS

Student and Parent Sign In

Sign In **Create Account**

Username

Password

[Forgot Username or Password?](#)

Sign In

a.

3. Click blue **“Create Account”** button

PowerSchool SIS

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

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4. Complete **“Parent Account Details”** section. Be sure use a valid email address and note the **username and password** for future use.

PowerSchool SIS

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Re-enter Email

Desired Username

Password

Re-enter Password

Password must: •Be at least 8 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

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****Be aware of the Password requirements!**

5. Complete the **“Link Students to Account”** section to connect your account to the students accounts/information/profile.
 - a. For the **Access ID and Access Password**, refer to the *PowerSchool Parent Portal Instructions* sent home by the school with each student.
 - i. Note: be sure to use the **PARENT SPECIFIC** student Access ID on the letter. The Access ID for the parent is **different** than the STUDENT ID, but the passwords will be the same.
 - b. If you have **multiple students in Dothan City Schools**, complete the information for each student in this area. Again, be sure to use the correct Access ID and Password for each student.
 - c. For the **“Relationship”** question, this refers to relationship of the person creating the account to the student. “I am the **“(in relation)”** of the student.

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

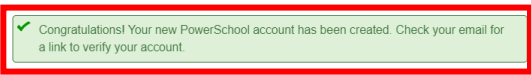
d.

6. Click the blue **“Enter”** at the bottom of the screen  once all information has been entered.
7. Your account should be successfully created.

PowerSchool SIS

Student and Parent Sign In

Sign In Create Account

 Congratulations! Your new PowerSchool account has been created. Check your email for a link to verify your account.

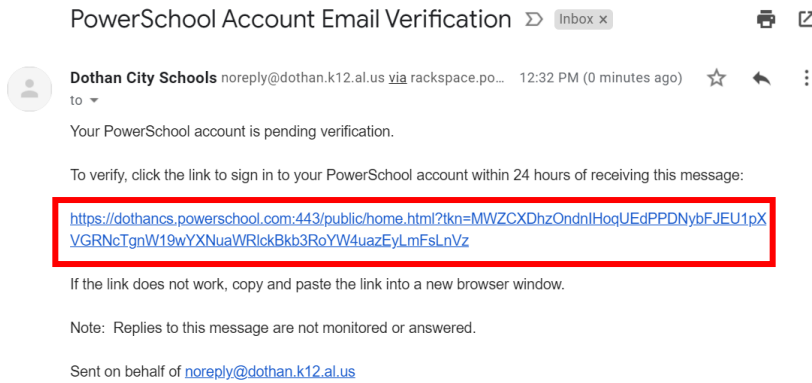
Username

Password

[Forgot Username or Password?](#)

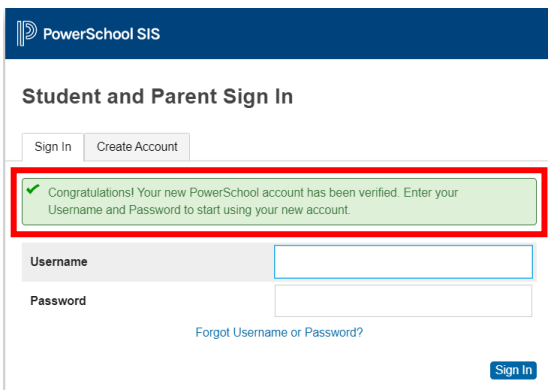
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8. You will receive an email to the one used in the account setup process to verify your account. Click the **blue URL link** in the email to verify.



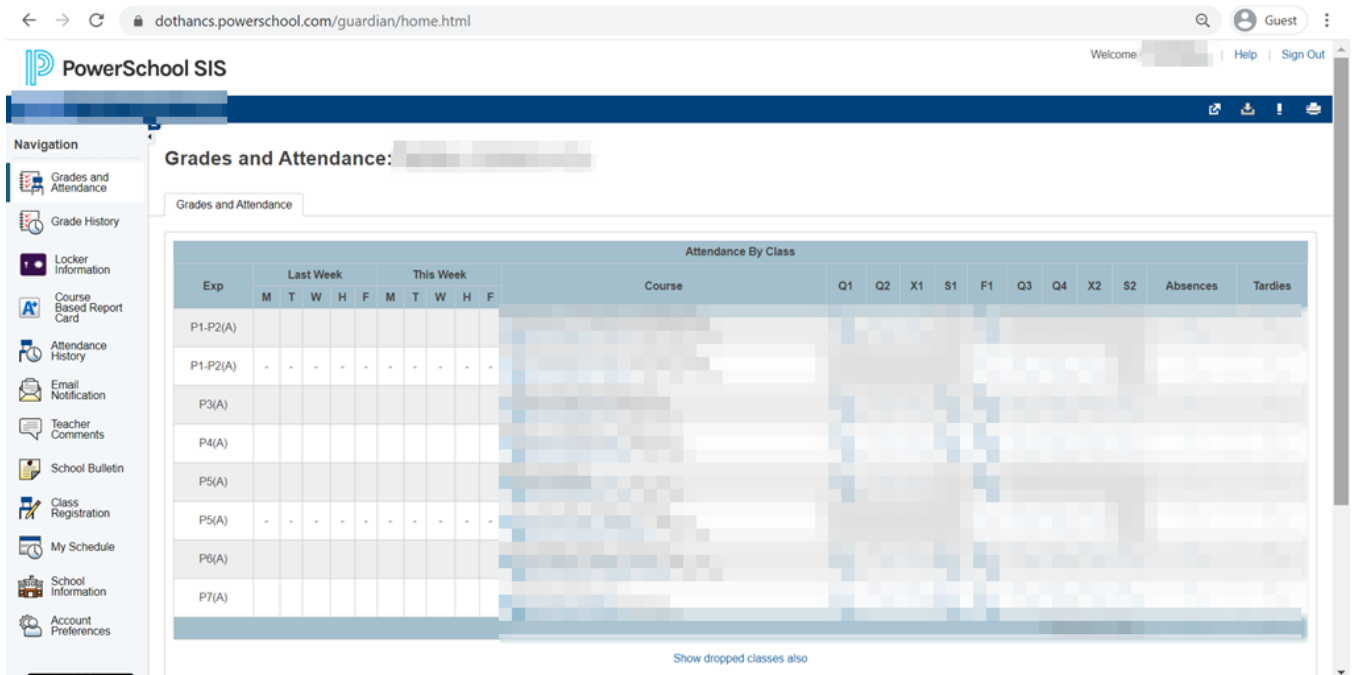
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9. The link will return to PowerSchool with the message below. Log in with your previously created account credentials.



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10. You will now have access to your student(s) class schedule, grades, attendance, and additional tools and information.



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