

PowerSchool Parent Portal Account Creation

The Montezuma-Cortez School District would like to encourage parents and guardians of students to create PowerSchool Parent Portal accounts. With a PowerSchool Parent Portal account parents and guardians can access information on their student's attendance and grades. In addition, having a Parent Portal account will allow parents of returning students to more easily complete returning student enrollment online. Multiple students can be attached to a single parent account so parents can easily view information on all of their family members enrolled in the Montezuma-Cortez School District.

How do I start?

During the account setup process you will need the Access ID and password for each child that you need to attach to your account.

To obtain the Access ID and password please email powerschool@cortez.k12.co.us and include your full name, each student's full legal name, date of birth, grade level and school name.

Access ID's and passwords will only be released to parents and guardians who are currently listed in PowerSchool, the requested information will be used to ensure that the requests for student information are released to only those with the legal authority to access student information.

If you have an existing Parent Portal account but do not have all of your children attached to the account please email powerschool@cortez.k12.co.us with the same information that is needed for a new account and they can be easily added to your existing account.

Information needed to setup a Parent Portal account

- A valid email address
- A password of at least 8 characters to secure your account
- Access ID and password for each student to be attached to account

PowerSchool Parent Portal Account Creation

Creating your account

Visit <https://powerschool.cortez.k12.co.us/public> and click on the “Create Account” tab as circled in blue below



PowerSchool SIS

Student and Parent Sign In

Sign In **Create Account**

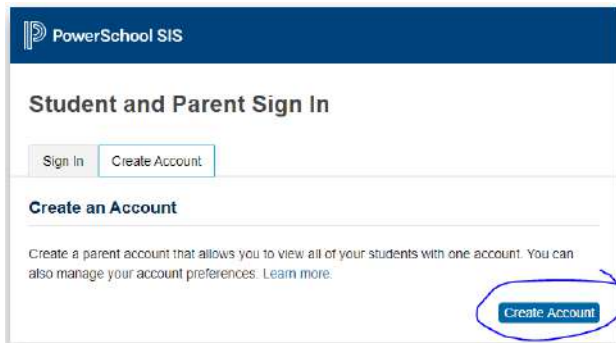
Username

Password

[Forgot Username or Password?](#)

Sign In

Then click on the “Create Account” button in the lower right as shown below



PowerSchool SIS

Student and Parent Sign In

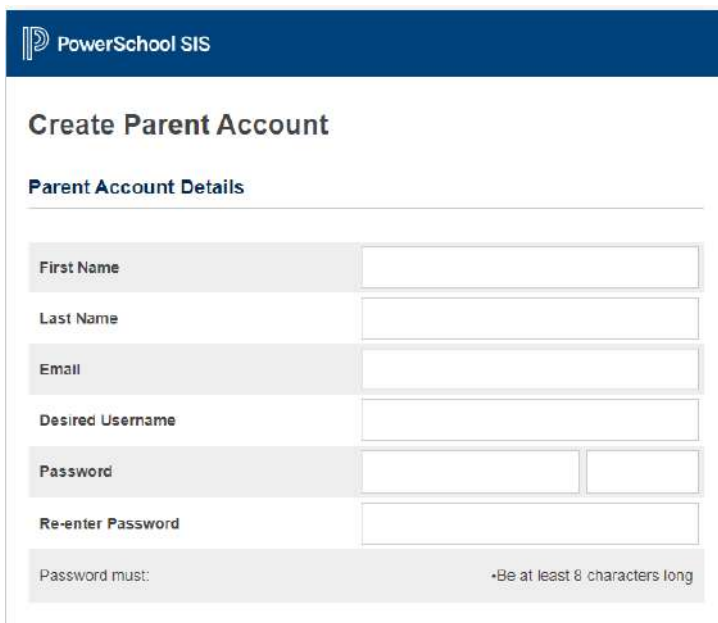
Sign In **Create Account**

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

Fill in the Parent Account Details in the top part of the form and then enter the Access ID and password for each student along with your relationship to the student.



PowerSchool SIS

Create Parent Account

Parent Account Details

First Name

Last Name

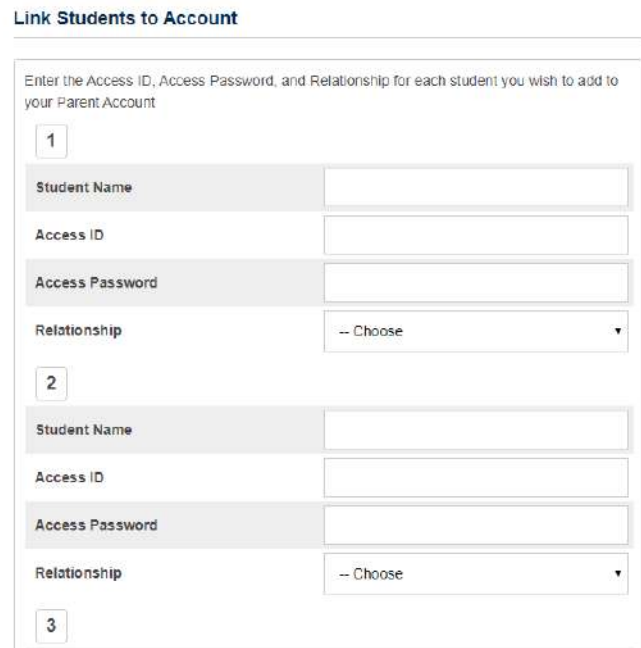
Email

Desired Username

Password

Re-enter Password

Password must: •Be at least 8 characters long



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 <input type="text"/>	Access ID <input type="text"/>	Access Password <input type="password"/>	Relationship <input type="text" value="-- Choose"/>
2	Student Name <input type="text"/>	Access ID <input type="text"/>	Access Password <input type="password"/>	Relationship <input type="text" value="-- Choose"/>
3	Student Name <input type="text"/>	Access ID <input type="text"/>	Access Password <input type="password"/>	Relationship <input type="text" value="-- Choose"/>

And finally click “Enter” in the lower right. Your account is now ready for use. If you have any additional questions about account creation please email them to powerschool@cortez.k12.co.us