



# ***PowerSchool Parent Portal User's Guide***

## **How to Create an Account, Login, and Access Student Information Using PowerSchool's *Parent Portal* Website**

---

In an effort to create further enhance communication in the district, Avon Public Schools utilizes the *PowerSchool Parent Portal*. We hope you find this a useful tool for viewing student's grades, attendance, and schedules.

### **Table of Contents**

[A. CREATING YOUR FIRST PARENT PORTAL ACCOUNT](#)

[B. LOGGING INTO YOUR PARENT PORTAL ACCOUNT](#)

[C. ADDING ANOTHER STUDENT TO YOUR EXISTING PARENT PORTAL ACCOUNT](#)

Questions/Technical Problems:

General Attendance Questions: Call your school office.

Problems Accessing *Parent Portal*: Call your school office.

## A. CREATING YOUR FIRST PARENT PORTAL ACCOUNT

Before you login to use *PowerSchool Parent Portal* using Single Sign On for the first time, you must create an account. You only need to do this once.

1. Open your favorite browser (*Internet Explorer, Firefox, Google Chrome, Safari, etc.*) on your computer and connect to the Internet. If you do not have Internet access at home, computers are available at Avon Free Public Library.
2. In the address bar, enter the following: <https://avon.PowerSchool.com> or go to the district website ([www.avon.k12.ct.us](http://www.avon.k12.ct.us)) click on **Parents & Students>PowerSchool**. You should now see a login screen that looks like this. [TIP: It's a good idea to save this site as one of your favorites by bookmarking it. (To do this on a PC, right click on the screen and select *Add to Favorites.*)]
3. Click on the blue **Create Account** button.
4. On the next screen, fill in **your** First Name, Last Name and email address. [TIP: Make sure you use a strong password and keep that password confidential.]
5. Enter the Access ID and Password for each of your children. Click Submit.

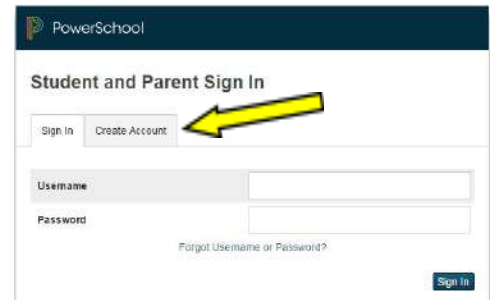
*The IDs and Passwords were provided by your child's school at the beginning of the year. The email with this information was titled "PowerSchool Access and ECollect Forms" and it was sent on August 24, 2018. If you cannot find this information, please contact the school.*

You should now see the login page and a message notifying you that your account was created successfully.

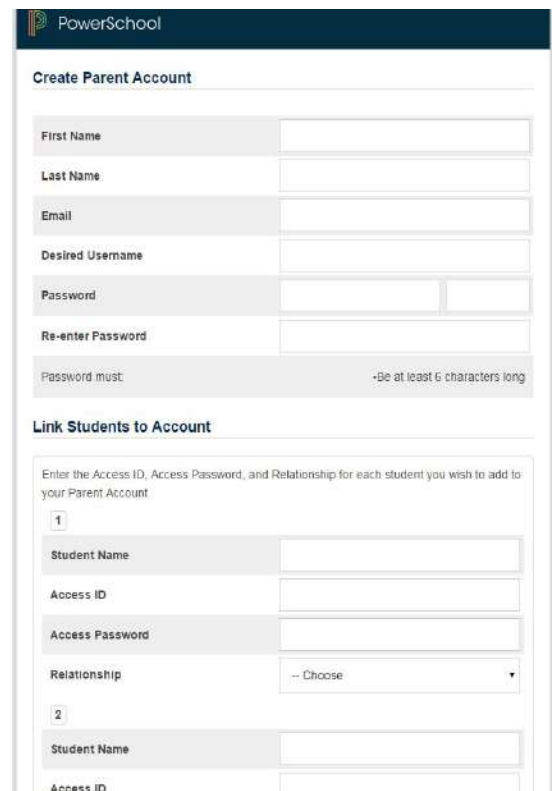
## B. LOGGING INTO PARENT PORTAL

Once you have a *Parent Portal* account set up, you can log in to check your child's grades, attendance, and schedules from any computer with Internet access.

1. Open your favorite browser. Navigate to <https://avon.PowerSchool.com> or go to the district website ([www.avon.k12.ct.us](http://www.avon.k12.ct.us)) click on **Parents & Students>PowerSchool**. A login screen appears.



The screenshot shows the PowerSchool login page. At the top, there is a dark blue header with the PowerSchool logo. Below the header, the page title is "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". A yellow arrow points to the "Create Account" button. Below the buttons are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right.



The screenshot shows the "Create Parent Account" page. It has a dark blue header with the PowerSchool logo. The main heading is "Create Parent Account". There are several input fields: "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". Below the "Re-enter Password" field, there is a note: "Password must: -Be at least 6 characters long". Below this is a section titled "Link Students to Account" with the instruction: "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". There are two numbered sections, 1 and 2, each with input fields for "Student Name", "Access ID", "Access Password", and "Relationship".

## PowerSchool



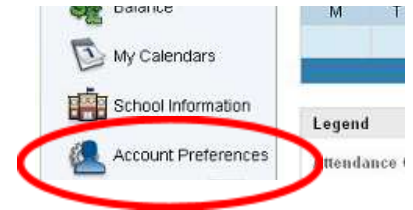
The screenshot shows the "Login" page. It has a dark blue header with the PowerSchool logo. The main heading is "Login". There are two input fields: "User Name" and "Password". Below the "Password" field, there is a link "Having trouble logging in?". A "Submit" button is at the bottom left.

2. Enter your user name in the User Name box and your password in the Password box. Click the Submit button. You should now be able to view your child's grades, attendance, and schedules .

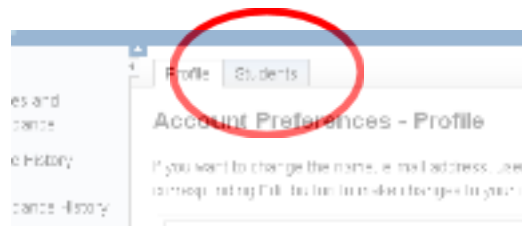
## C. ADDING ANOTHER STUDENT TO YOUR EXISTING PARENT PORTAL ACCOUNT

If you have more than one child in school, you may add them to your account by following these steps.

1. After logging in to Parent Portal, click on **Account Preferences** near the bottom left of your screen.



2. Click on the **Students** tab.



3. Click on the **Add** button to the right of your screen.



4. Fill in the required information (Student Name, Access ID, Access Password, and Relationship) and click **Submit**. The Access ID and Password were included in the letter.

A screenshot of the 'Add Student' form. The form has a title bar 'Add Student' and a close button. Below the title bar, there are four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' field is a dropdown menu with '- Choose' selected. At the bottom right of the form, there are 'Cancel' and 'Submit' buttons.

**TIP: If you have more children to add, repeat Steps #3 and #4.**