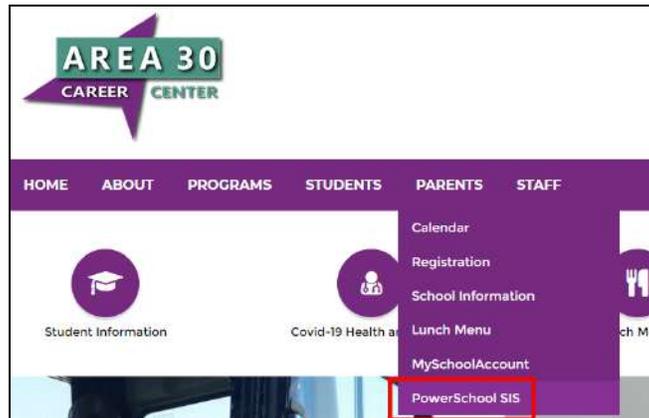


Dear Area 30 Career Center Parents,

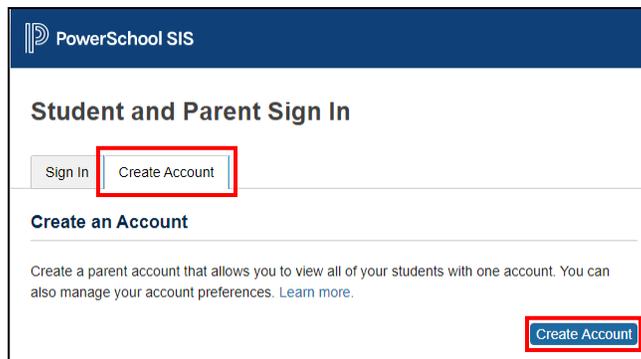
Area 30 Career Center understands the importance of staying informed about your student's progress. We utilize PowerSchool software to record and track your student's grades, attendance, and lunch balance while attending Area 30 Career Center. To create your Parent PowerSchool account, please follow the steps listed below.

Parent PowerSchool Instructions:

1. Open a web browser and go to www.area30.k12.in.us, and select **Parents** from the menu, then **PowerSchool SIS**.



2. If this is your first time at PowerSchool, click the “**Create Account**” tab on the menu, then select the **Create Account** button. Otherwise, select the Sign In tab and enter your username and password.



3. Enter your **Name**, **Email**, and create a **Username** and **Password**. Finally, associate the student to the parent account with the **Student Name**, **AccessID** and **Access Password** that was assigned by Area 30 Career Center.

The screenshot shows the 'Create Parent Account' page in the PowerSchool SIS system. The page has a dark blue header with the PowerSchool SIS logo. Below the header, the title 'Create Parent Account' is displayed. The form is divided into two main sections: 'Parent Account Details' and 'Link Students to Account'. The 'Parent Account Details' section includes input fields for First Name, Last Name, Email, Re-enter Email, Desired Username, Password, and Re-enter Password. A note indicates that the password must be at least 8 characters long. The 'Link Students to Account' section includes a text box for instructions, a small input field with the number '1', and input fields for Student Name, Access ID, Access Password, and a dropdown menu for Relationship.

4. Confirm your new account using the **Verification Email** sent from PowerSchool. This email may be delayed and take 5-10 minutes to receive.

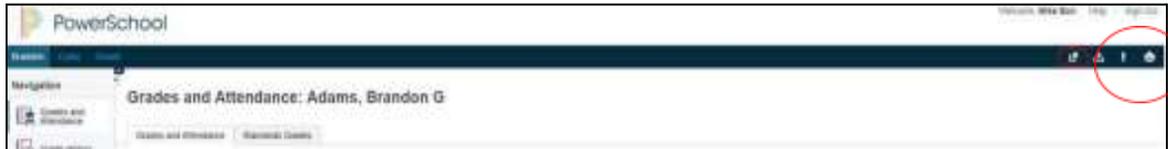
The screenshot shows the 'Student and Parent Sign In' page in the PowerSchool SIS system. The page has a dark blue header with the PowerSchool SIS logo. Below the header, the title 'Student and Parent Sign In' is displayed. There are two buttons: 'Sign In' and 'Create Account'. A green message box with a checkmark icon says: 'Congratulations! Your new PowerSchool account has been created. Check your email for a link to verify your account.' Below the message box, there are input fields for Username and Password. A link for 'Forgot Username or Password?' is located below the Password field. A blue 'Sign In' button is located at the bottom right of the form.

5. Finally, go back to the PowerSchool Parent Login web page and Sign In!

PowerSchool Lunchtime Instructions:

Area 30 Career Center is now using PowerSchool Lunchtime to add money and keep track of student balances. To help make this experience seamless and easy to use, please add the **School Payment Portal** feature to your Parent Account. The steps below will help you create and join your accounts together. Once this has been completed your Parent Portal will be a one-stop shop for all your student information.

1. Log into your Parent Portal account and click on the **Applications Icon** at the top right of your screen pictured below.



2. Once selected, click the link for the **School Payment Portal** system.



3. Follow the steps to finish creating your school payment portal account. This information can be the same as the PowerSchool Parent Portal, but it is always recommended to use separate passwords for each service for the best protection.

Finish setting up your SchoolPaymentPortal.com access account

Welcome to the School Payment Portal Website! Since this is the first time you've accessed the site, you will need to setup a password to use with your account. In case you would ever choose to login to this site directly instead of accessing it from your PowerSchool Parent Access portal. Both options will continue to be available to your account.

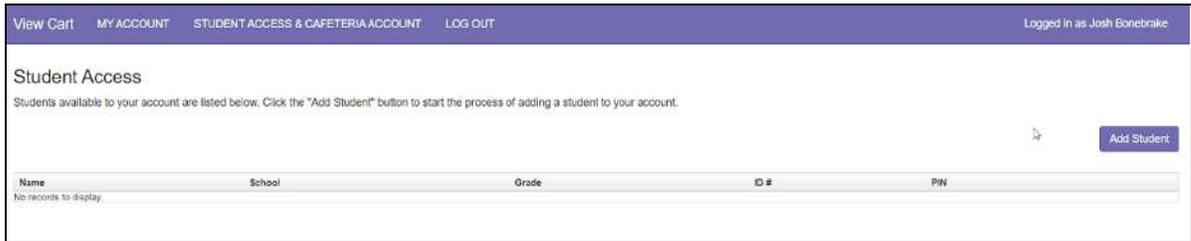
Your password must be at least 6 characters in length and it is case sensitive.

Email Address: ParentTest@area30.k12.in.us

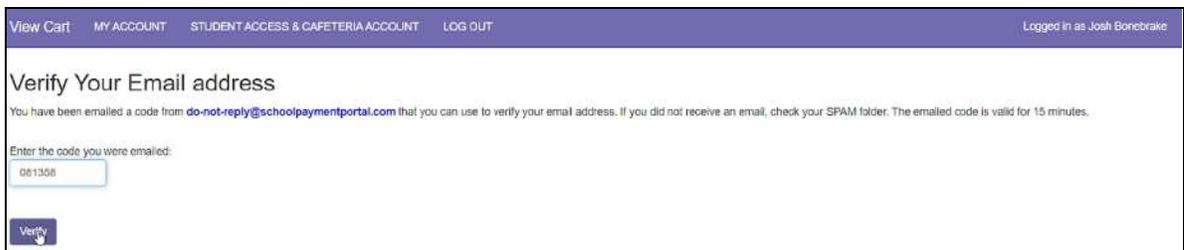
New Password:

Confirm New Password:

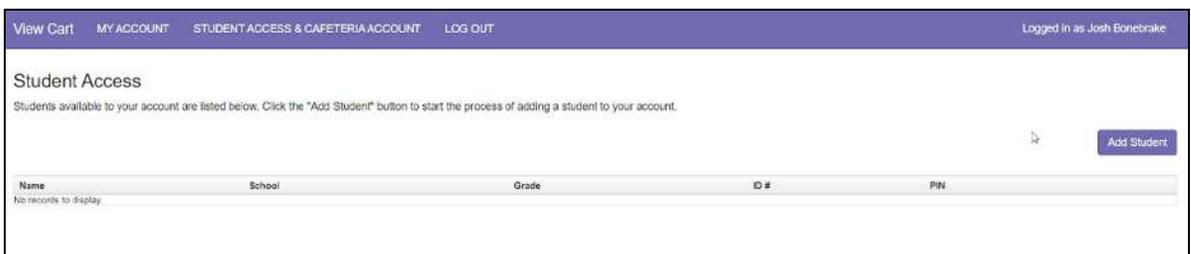
- When you click **Add Student** it will request that you verify your email for the school payment portal.



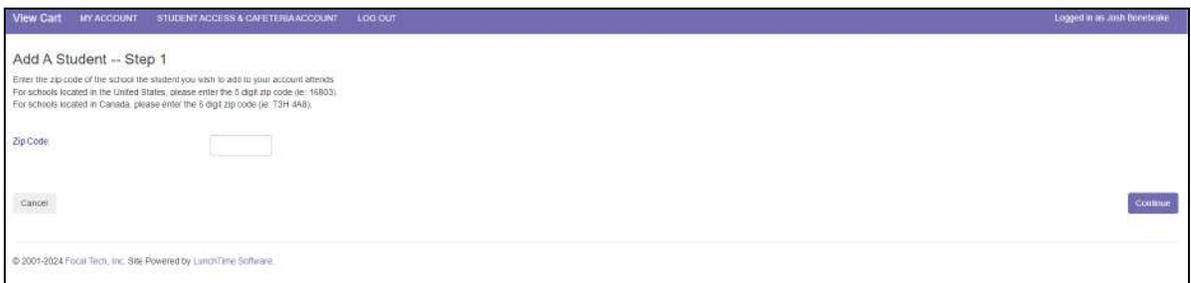
- A code will be sent to your email to confirm your identity.



- Once you have completed the verification, click on **Student Access & Cafeteria Account** at the top to finish linking your student to the account.



- Next, input the **Zip Code** for Area 30 Career Center (46135).



8. Select **Area 30 Career Center** as the school.

View Cart | MY ACCOUNT | STUDENT ACCESS & CAFETERIA ACCOUNT | LOG OUT | Logged in as Josh Dinebise

Add A Student -- Step 2

Select the school of the student you wish to add from the list below. If the school you are looking for is not listed, click the Start Over button to restart the process.

Select	School	City	State	ZipCode
Select	Area 30 Career Center	Greensboro	RI	01521

[Start Over](#)

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9. To search for your student, put in the information as requested. For the **Student ID**, please use the **Access Password** number. Then click **Continue**.

View Cart | MY ACCOUNT | STUDENT ACCESS & CAFETERIA ACCOUNT | LOG OUT | Logged in as Josh Dinebise

Add A Student -- Step 3

Enter the requested information for the student you wish to add to your account.

Last Name:

First Name:

Student ID:

[Start Over](#) [Continue](#)

10. From the search return list, select **Add Student** next to your student's name.

View Cart | MY ACCOUNT | STUDENT ACCESS & CAFETERIA ACCOUNT | LOG OUT | Logged in as Josh Dinebise

Add A Student -- Step 4

Click the Add Student link in the table below to add the selected student to your account.

	Name	Grade
Add Student	Edwards, Chelsea	15

[Start Over](#)

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11. After completing all of the previous steps, your student's cafeteria balance/transaction information will now show up under the **Student Access & Cafeteria Account** tab. To make a deposit to their account simply click **Make Cafeteria Deposit**.

[Make Cafeteria Deposit](#)