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 <u>www.area30.k12.in.us</u>, 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.

D PowerSchool SIS	
Create Parent Acco	ount
Parent Account Details	
First Name	
Last Name	
Email	
Re-enter Email	
Desired Username	
Password	
Re-enter Password	
Password must:	•Be at least 8 charactors long
ink Students to Account	
Enter the Access ID, Access Pass your Parent Account	word, and Relationship for each student you wish to add to
Student Name	
Access ID	
Access Password	
Relationship	- Choose 🗸

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

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Sign In	Create Account	
Congra a link t	atulations! Your new Powe o verify your account.	rSchool account has been created. Check your email for
Congra a link t	atulations! Your new Powe o verify your account.	arSchool account has been created. Check your email for

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.

Power	School	Weath Weather Top 1 April
Based Long Long		10 A 1 &
	Grades and Attendance: Adams, Brandon G	

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

pplications		Close
Applications	Description	
School Payment Portal	School Payment Portal	

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 y	our SchoolPaymentPortal.com access account
Welcome to the School Paymer from your PowerSchool Parent	nt 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 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:	Paren/Test@ares30.k12.in.us
New Password:	
Confirm New Password:	
	Upda

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

View Cart	MY ACCOUNT	STUDENT ACCESS & GAFETERIA ACCOUNT	LOG OUT				Logged in	as Josh Bonebrake
Student a	Access	are listed bolow. Cick the "Arid Student" button to et-	ait the process of addition a studied	ed to your account				
	100 10 You 200011		ar ne proves of dealing a store	an o you account.			₿.	Add Student
Name No records to dis	içləy	School	Grade		0#	PIN		
View Cart	MY ACCOUNT	STUDENT ACCESS & CAFETERIA ACCOUNT	LOG OUT				Logged in	as Josh Bonebrake
Verify Y	Your Ema	il address						
The email add ParentTest@a	ress associated with area30.k12.in.us. To	your account has not been verified. Please click the change your email address, click the My Account b	Verify My Email Address button utton below,	below to begin the process of	verifying your email add	tress. Your email address is our	rently	

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

View Cart	MY ACCOUNT	STUDENT ACCESS & CAFETERIA ACCOUNT	LOG OUT	Logged in as Josh Bonebrake
Verify Y	/our Emai	l address		
You have been	emailed a code fror	n do-not-reply@schoolpaymentportal.com lhat you	can use to verify your email address. If you did not receive an email, check your SPAM folder. The email	led code is valid for 15 minutes.
Enter the code	you were emailed:			
081358				
And and a second se				
Verify				

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

lick the "Add Student" bullion to start the pr	week of adding a student to your account				
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				2	Add Student
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7. Next, input the **Zip Code** for Area 30 Career Center (46135).

View Cart	MY ACCOUNT	STUDENT ACCESS & CAFETERIA ACCOUNT	LOG DUT	Logget in as ansh borekraie
Add A S	tudent Ste	ep 1		
Enter the zip For schools k For schools k	code of the school th scated in the United loated in Canada, pl	re student you wish to add to your account attends States, please enter the 5 digit zip code (le: 16803) lease enter the 5 digit zip code (le: T3H 448).		
Zip Code				
Cancel				Continue
© 2001-2024	Focal Tech, Inc. Site	Powered by LunchTime Software.		

Verify My Email Ad

8. Select Area 30 Career Center as the school.

iew can My Ac	CCOUNT STUDENT ACCESS & CAPETERIA ACCOUNT LOG OUT			Loggett in as Josh Bone
Add A Studen	t Step 2			
elect the school of the	student you wish to add from the list below. If the school you are looking for is not i	sted, click the Start Over button to restart the process.		
	School	City	State	ZipCotla
Select	Area 30 Carear Conter	Grancatte	84	40135
Btart Over				
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	AND YOR STORES AND YOR STORES AND YOR STORES			

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 wy account student a	CCESS & CAFETERRACCOUNT LOD OUT	Logged in as Josh Domitrake
Add A Student Step 3 Enter the requested information for the student year	u with 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.

/lew Gart INV ACCOUNT STUDENT ACCESS & 0	AFETERIAACCOUNT LOS OUT	Logged in as Josh Eenhouser
Add. A Student Step 4 Sick the Add Student link in the table below to add the selece	o student to your account	
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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