

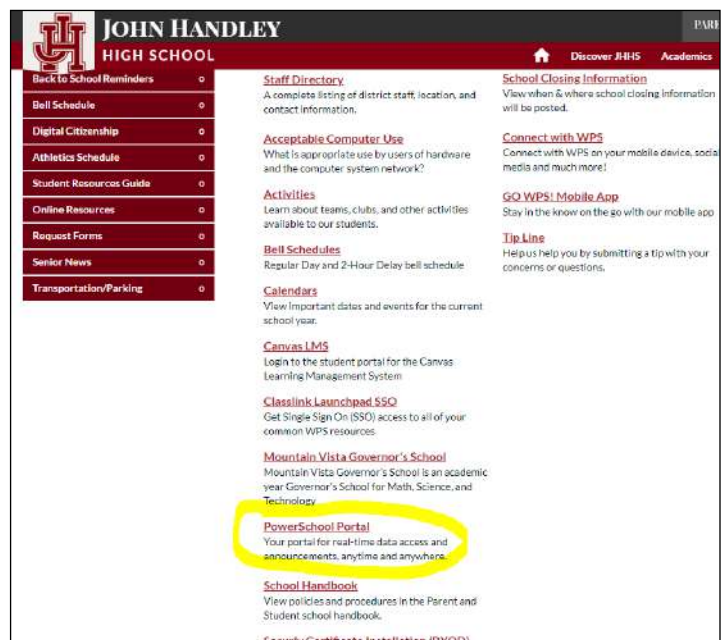


# Creating Your Parent Portal Accounts For PowerSchool

1. **FIRST:** Students must create their own account. Go to the [John Handley website](#). Click on the “Students” tab.



2. On the next window, click on the link for “PowerSchool Portal.” This will bring you to the PowerSchool Student and Parent Sign In page.



3. Click on “Create Account.” Upon registration, the school’s registrar has provided the student with a general password to use for set-up. Should the student forget their password they can click the “Forgot Username or Password” option at bottom of the Sign In screen.

The student’s username is always in this format:

**First initial + last initial + ID#**

For example, John Smith with student ID 12345 would be JS12345

PowerSchool SIS

### Student and Parent Sign In

Sign In **Create Account**

Username

Password

[Forgot Username or Password?](#)

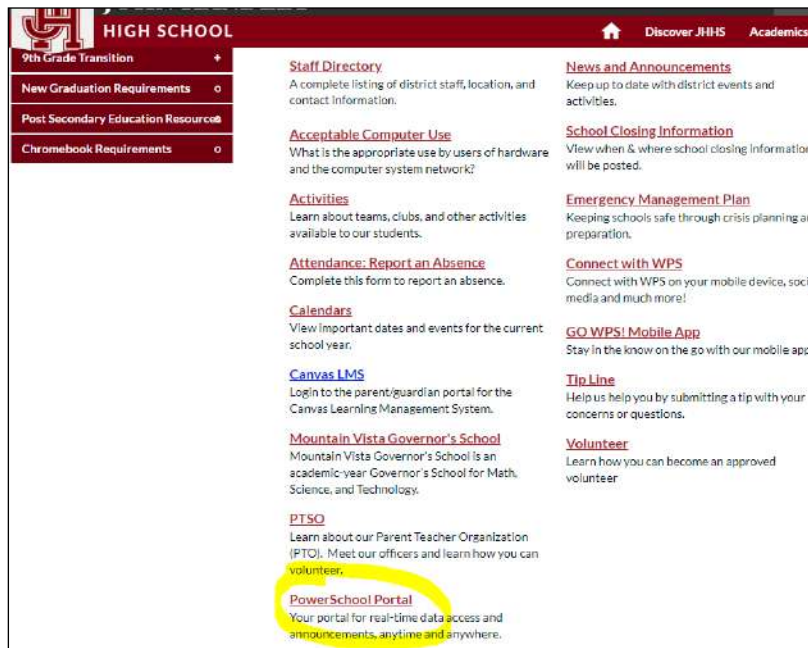
**Sign In**

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4. Once students have created their account, Parents: Go to the [John Handley website](#). At the top right, click on the “Parents” tab.



5. On the next window, click on the link for “PowerSchool Portal”.



6. This will bring you to the PowerSchool Student and Parent Sign In page. Click on “Create Account.”



**7. At the “Create Parent Account” screen, enter your first name, last name, and email address in the appropriate fields. Next, enter your desired username and password (password must be at least 6 characters; remember that case matters). Confirm your password.**

**NOTE:** Parents can link up to 7 students during the account creation process. Additional students can be added later in the portal.

**NOTE:** Linking students to your parent portal account requires an access ID/key and password.

Student's Access ID is the same as their username.  
It is in this format:

First initial + last initial + ID#

For example, John Smith with student ID 12345 would be JS12345

**Your student will need to give you THEIR PowerSchool password to enter for their Access Password (ie., the student needs to create a PowerSchool account first).**

**8. You will be brought back to the Sign In window, where you enter your newly created username and password and click “Sign In” once you’ve entered your information.**

If you need assistance, contact: JHHS Registrar: Brandy Woods • 540-662-3471, Extension 43011 • [woodsbr@wps.k12.va.us](mailto:woodsbr@wps.k12.va.us)

### **Course Assignments**

Parents can view individual assignments by clicking on the grade, located to the right of the course name. Each assignment's due date, score, percentage, and letter grade will be displayed.

### **Attendance and Email**

Attendance details, for each class, can be viewed by clicking on the attendance total, to the right of each class grade. Attendance discrepancies should be addressed with your students school attendance clerk. Parents can email teachers by clicking on their name in the grades/attendance screen.