



# Creating a Parent Access Account via the Parent Portal Login Screen

**Step 1:** Go to the web site: <https://halifax.powerschool.com/public/home.html> or [www.halifax.k12.nc.us](http://www.halifax.k12.nc.us) and click on the Parent Portal link located under Quick Links. Select “Create Account” as shown below.

## Step 2:

- Enter the information in the fields as shown.
- Your password must be at least 7 characters long & may include lower case, uppercase, and/or special characters.
- In the student’s name field below, use the format Last Name, First Name when entering the student’s name.
- Enter the Student Access ID and Password from the Parent Portal letter in the “Link Students to Account” section.

**FYI:** If you have multiple students in the district, you will need to obtain your access ID and PW from the respective school to add to your existing account.

**Step 3:** Congratulations, your parent account has been created!! Please enter the username and password created in Step 2 to login into the portal.

**For more information, contact your child’s school Parent Portal manager.**