



Posen Public Schools

How to Create a Parent Account

1. Open your Web browser to your school's PowerSchool Parent Portal URL. The Parent Sign In page appear. <http://posen.copesd.org/public/>
2. Click Create Account. The Create Parent Account page appears.
3. Use the following table to enter information in the Create Parent Account section:

Field	Description
First Name	Enter your first name.
Last Name	Enter Your last name.
E-mail	Enter your email address. The email address you enter is used to send you select information, as well as account recovery notices and account changes confirmations.
Desired Username	Enter the username you would like to use when signing in to the PowerSchool Parent Portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name.
Password	Enter the password you would like to use when signing in to the PowerSchool Parent Portal. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements.
Re-Enter Password	Enter your password again exactly as you entered it in the above field.

4. Use the following table to enter information in Link Students to Account section:

Field	Description
Student Name	Enter the first and last name of the student you want to add to your account. Note: Regardless of the name you enter, the system will populate the name based on the access ID and password for the student
Access ID	Enter the unique access ID for the student. Note: If you do not have this information, contact your school.
Access Password	Enter the unique access password for the student. Note: If you do not have this information, contact your school.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

5. Click Enter. The Parent Sign In page appears. Or [Click Here](#).