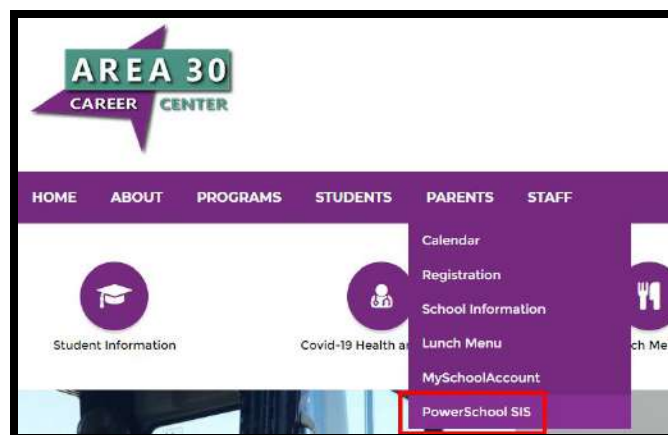


Dear Area 30 Career Center Parents,

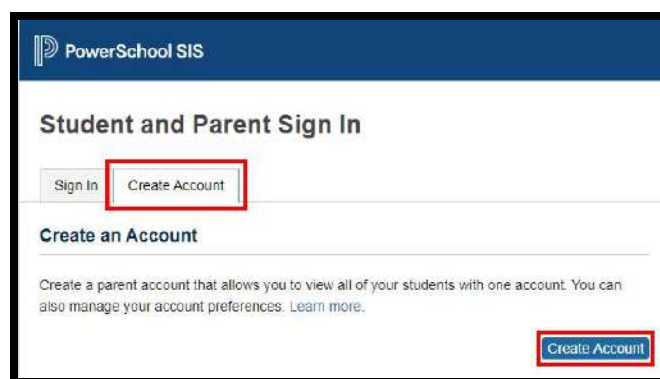
Area 30 Career Center understands the importance of staying informed about your students progress. We utilize PowerSchool software to record and track your students grades and attendance while attending Area 30 Career Center. This document will help you to create a PowerSchool account so that you can log in to see your students grades, attendance, and set email summary reports to be sent on a regular basis.

In order to take advantage of this convenient new service, you will need to create a parent account. This requires you to:

1. Open a web browser and go to www.area30.k12.in.us, and select Parents for 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 blue header with the PowerSchool SIS logo. Below the header, the title 'Create Parent Account' is displayed. Underneath, there is a section titled 'Parent Account Details' which contains several input fields: 'First Name', 'Last Name', 'Email', 'Re-enter Email', 'Desired Username', 'Password' (with a strength indicator), and 'Re-enter Password'. A note below these fields states 'Password must: Be at least 8 characters long'. Below the 'Parent Account Details' section is another section titled 'Link Students to Account'. This section contains a text prompt: 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. Below this prompt is a table with one row, indexed '1'. The table has four columns: 'Student Name', 'Access ID', 'Access Password', and 'Relationship' (a dropdown menu currently showing '-- Choose --').

4. Confirm your new account using the **Verification Email** sent from PowerSchool.

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

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