Monticello Community School
Single Log On User Guide for Parents 2018-2019
(Complete this letter first)

Parents/Guardians, **(This letter was sent out to parents with students attending MCSD during the 2010-2011 school year. If you have already completed this process, disregard this letter entirely and proceed to the e-registration letter.)**

Please read this important information so you can access your students PowerSchool information. During the 2010-2011 school year we installed the newest version of PowerSchool so parents/guardians would have the ability to create an account that would allow you to access all your students from a SINGLE LOGIN procedure. You also were able to create your own User Names and Passwords. **NOTE: If you have already created your account for your 1st-12th grade student(s), you will only have to add your PreK-K grade student(s). See directions on next page. If you do not have a parent account continue on with the next step to create an account.**

You will need to go to the PowerSchool login page:
https://monticello.powerschool.com/public/ or click onto the PowerSchool link on the school's website. You will see the following screen:

Login

User Name

Password

Having trouble logging in?

Submit

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. Learn more.

Create Account

1. Click the Create Account button

2. The screen below will appear

Create Parent/Guardian Account

First Name	Joshua
Last Name	Toll
Email	jtoll@mail.com
Desired User Name	jtoll
Password	•••••••••••••• Strong
Re-enter Password	••••••••••••

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

	Student Name	Access ID	Access Password	Relationship
1.	Alex Toll	2664	••••	Father, natural/adoptive
2.				-- Choose
3.				-- Choose
4.				-- Choose
5.				-- Choose
6.				-- Choose
7.				-- Choose

enter

This is where you will setup access to ALL your students.

- Enter an **E-Mail** address – Note: The e-mail address MUST be unique. If Parent/Guardians share the same e-mail address, you should only set up one parent access account.

- **User Name** (No apostrophe's or special characters).

- **Password** (No apostrophe's and it must be at least six characters)

- Enter the Name of each Student you wish to associate with.
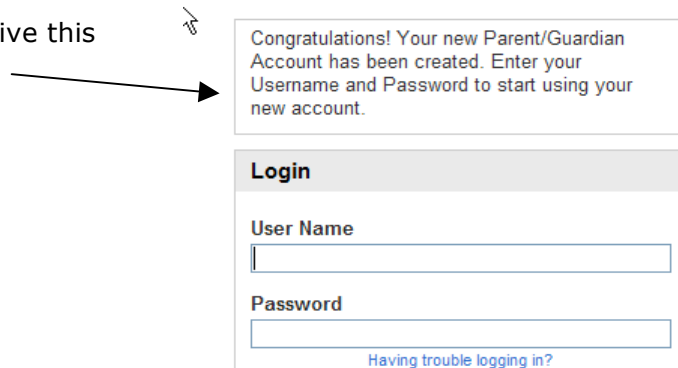
  Enter the Access ID and Password for each student. ****Access ID's and Passwords have been affixed to the bottom of this letter.****

Select the relationship you are to the student.

NOTE: Should you enter something incorrectly, when you hit Enter, the Edit checks will catch the error; but unfortunately, also blank out many of the fields you have entered. You must re-enter the information in its entirety before the record is created.

3. Click Enter when you have completed this link to all of your students.

4. Assuming you are successful; you will receive this message.

> Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

> **Login**
>
> **User Name**
>
> **Password**
>
> Having trouble logging in?

If Parent/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at the same time.

After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your student family members.

PowerSchool

Avery | Emily | Laura | Vickie

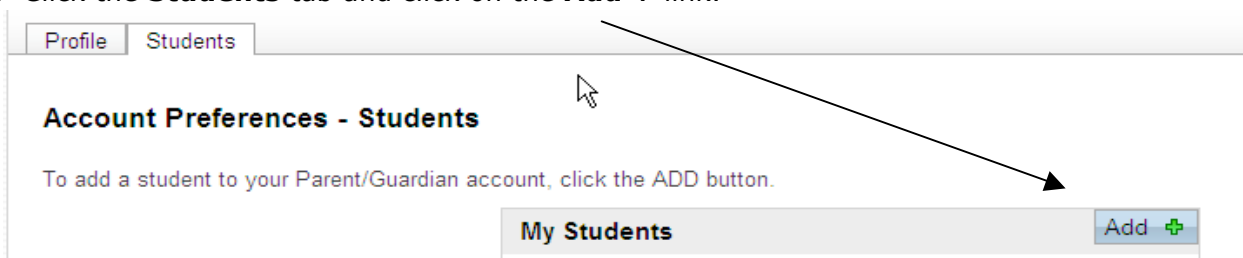• Select the appropriate name to access that student's information.

If you forget your password, PowerSchool provides the link "Having trouble logging in?" that will allow you to retrieve this information. Click this link and follow the instructions and you will receive an email with your login information.

Adding a Student to Your Existing Account

These steps are for parents who have already created an account and need to add their PreK-4th grade student(s) or a new student to the district.

1. Log into your **PowerSchool account**.

2. Click the **Account Preferences** icon at the top of the page.

Account Preferences

3. Click the **Students** tab and click on the **Add +** link.

> Profile | Students
>
> **Account Preferences - Students**
>
> To add a student to your Parent/Guardian account, click the ADD button.
>
> **My Students**   Add +

4. Fill in the **Student Name**, the attached **Access ID** and **Access Password**. Also select your **Relationship** to the student. Add all of your new students to your PowerSchool account. Click **Submit**.

All of your students' names will appear as buttons when you log into your PowerSchool account. Once school is in session, you may contact Morgan Murray-Zimmerman, our District Help Desk personnel, at 465-3575, ext. 2030 or email her at morgan.murray@monticello.k12.ia.us with any questions or problems with your account.