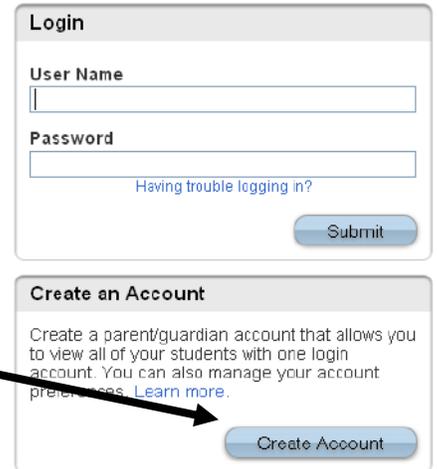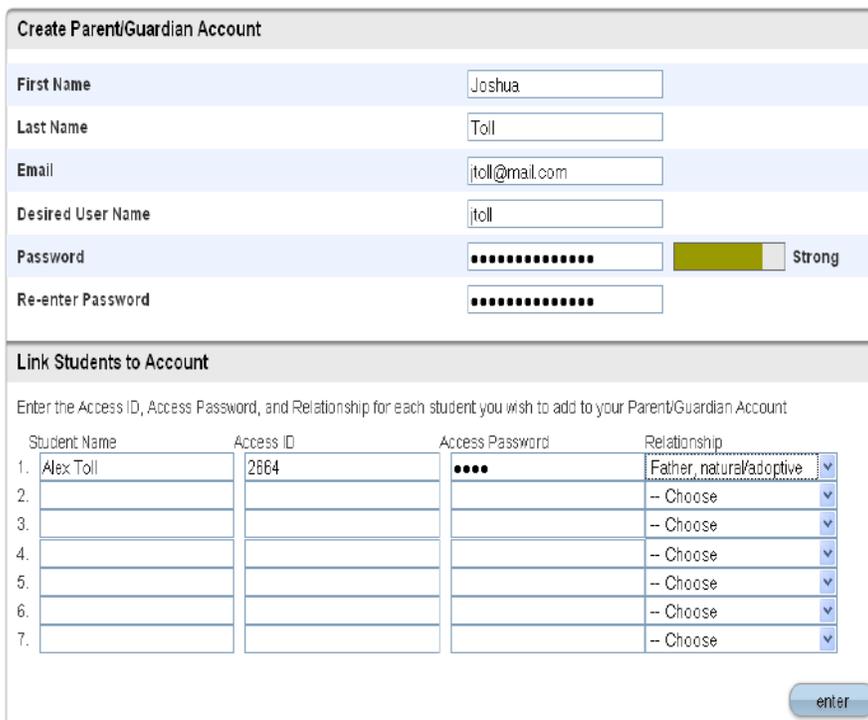# PowerSchool Parent Account User Guide

Parents,

Please read this important information so you can access your students PowerSchool information. Parents/guardians have the ability to create an account that will allow you to access all your students from a SINGLE LOGIN. You will also be able to create your own User Names and Passwords.

You will need to go to the PowerSchool login page: https://gjcs.powerschool.com You will see the following screen:

Login

User Name

Password

Having trouble logging in?

Submit

1. Click the Create Account button

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

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

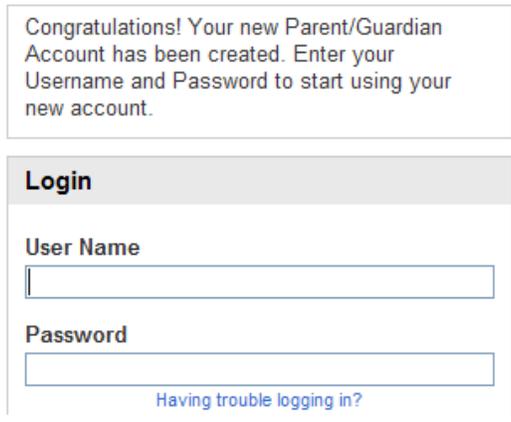This is where you will setup access to ALL your students.

- 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).

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

- Enter the Name of each Student you wish to associate with.

- Enter the Access ID and Access Password for each student. *****Access ID's and Access password comes from your school*****

- 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 a time.

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

- Select the appropriate name to change the page to that student's information.

PowerSchool

Avery | Emily | Laura | Vickie

What if you forget your login information?

On the login page click on Having Trouble Logging in?

Login

User Name

Password

Having trouble logging in?

Submit

If you forgot your Password:
- Fill in your User Name
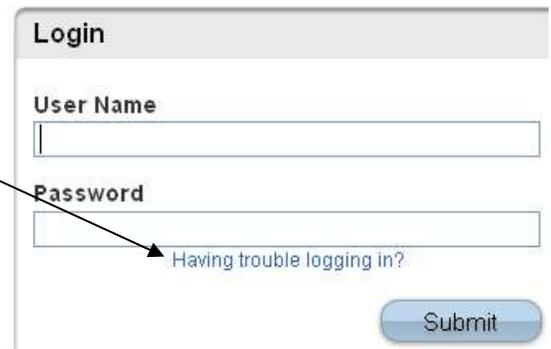- Fill in your E-Mail Address
- Hit Enter

The system will authenticate your information and send you a Security Token with instructions on how to re-set your Password to the E-Mail address listed.

It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to re-set the Password in that allotted time, you will need to repeat the process.

If you forgot your User Name:
- Click on the Forgot User Name tab
- Enter your E-Mail Address
- Hit Enter

The system will authenticate your information and send you an E-Mail listing your User Name.

Recover Account Login Information

To recover your account login information, provide the information below.

| Forgot Password? | Forgot User Name? |

User Name

Email Address

Enter