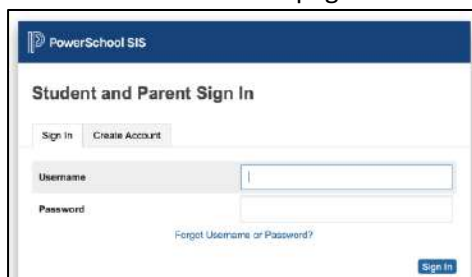


PowerSchool Parent Portal Instructions

The account is only created one time. All of your children can be added to the same account. You must contact the Main Office at your student's school to obtain the Access ID and Access Password needed to create your account.

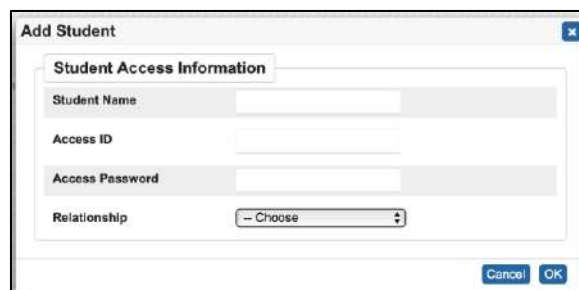
To set up a first-time Parent Portal Account, follow the steps listed below:

- 1) Log into the Internet and type <https://ps.fraser.misd.net/public>.
- 2) Go to **CREATE AN ACCOUNT**.
- 3) Type your **FIRST NAME**.
- 4) Type your **LAST NAME**.
- 5) Type your **EMAIL ADDRESS**.
- 6) Create a desired **USERNAME**. It is recommended to use your email address.
- 7) Create a **PASSWORD**. It must be at least six characters and you may use alpha or numeric letters (or a combination of both). Do not use spaces or symbols. We do not store your password. Please write it down in a safe place.
- 8) Type **STUDENT'S FIRST AND LAST NAME**
- 9) Under Access ID type the **ACCESS ID** you received from the school. (This is the only time you will use this access ID.)
- 10) Under Access Password, type the **ACCESS PASSWORD** you received from the school. (This is the only time you will use this access password.)
- 11) Under **RELATIONSHIP** select mother, father, etc.
- 12) Enter additional students' information if needed.
- 13) Click **ENTER**.
- 14) The Parent Portal home page will now appear. Log in with the Email address and Password you created.

The screenshot shows the 'PowerSchool SIS' logo at the top. Below it is the heading 'Student and Parent Sign In'. There are two buttons: 'Sign In' and 'Create Account'. Below these are input fields for 'Username' and 'Password'. A link 'Forgot Username or Password?' is located below the password field. A 'Sign In' button is at the bottom right.

TO ADD A STUDENT TO AN EXISTING PARENT PORTAL ACCOUNT:

- 1) Log into your account.
- 2) Go to **ACCOUNT PREFERENCES** on the left side of page.
- 3) Select the **STUDENTS** tab near the top.
- 4) Click **ADD** on the right.
- 5) Type **FIRST and LAST NAME** of student to be added.
- 6) Type their **ACCESS ID** you received from the school.
- 7) Type their **ACCESS PASSWORD** you received from the school.
- 8) Under **RELATIONSHIP** select mother, father, etc.
- 9) Click **SUBMIT**.
- 10) You will now see a tab near the upper left with the newly added student's name.

The screenshot shows a window titled 'Add Student'. Inside, there is a section 'Student Access Information' with four fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' field is a dropdown menu with a 'Choose' button. At the bottom right are 'Cancel' and 'OK' buttons.