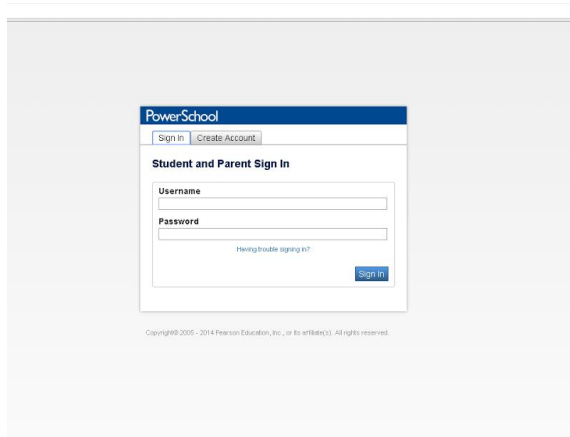


Powerschools - Create parent account

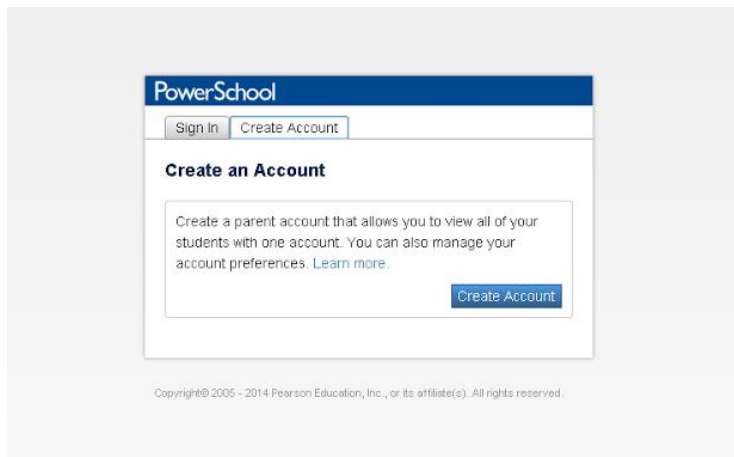
1. Go to our schools Powerschools

website: <https://nwshelby.powerschool.com/public/home.html>

2. Click on the “Create Account” tab



3. Click on the “Create Account” button



4. Fill in the following information and click on “Enter” at the bottom of the page.

The screenshot shows the 'Create Parent Account' form in the PowerSchool system. It includes fields for First Name, Last Name, Email, Desired Username, Password, and Re-enter Password. Below these fields is a section titled 'Link Students to Account' with a sub-instruction: 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. This section contains a table with columns for Student Name, Access ID, Access Password, and Relationship (a dropdown menu).

Under the section “Link student to account” - you will enter the Access ID(s) and Access Password(s) provided to you at registration.

All of your students will now be one account. The next time you login in Powerschools, please use the username and password that you created during step 4 of the registration process.

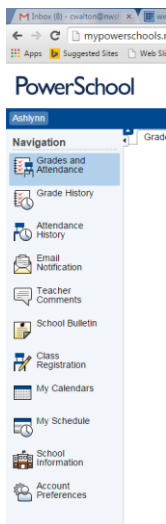
Student

Access ID

Access Password

5. Once you have created your account, you will want to set preferences to receive grade notifications from the school.

On the left side of your screen you will see this toolbar:



6. Choose Email Notifications

Select what information you want to receive from school (do not choose balance alerts – this info is not available through Powerschools.

Select how often you want to receive the information (we suggest daily or weekly)

Add all emails that should receive this information

The screenshot shows the PowerSchool interface for configuring email notifications. The left sidebar contains a navigation menu with options: Grades and Attendance, Grade History, Attendance History, Email Notification (selected), Teacher Comments, School Bulletin, Class Registration, and My Calendars. The main content area is titled "Email Notifications:" and contains the following settings:

- What information would you like to receive?**
 - Summary of current grades and attendance
 - Detail report showing assignment scores for each class.
 - Detail report of attendance.
 - School announcements.
 - Balance Alert (Note: will only be sent when student is low on funds).
- How often?** A dropdown menu is open, showing options: Never, Weekly (highlighted), Every Two Weeks, Monthly, and Daily.
- Email Address:** A text input field containing "pds.org".
- Additional Email Addresses:** A text input field for adding more addresses, with a note "(addresses with commas)".
- Apply these settings to all your students?