

PowerSchool Parent Account Creation

The PowerSchool Parent Portal allows you to view your student(s) records. You can have multiple students added to your account, even if they attend different schools. You will need to create and manage your own username and password, which you will not have to share with other individuals (e.g. step-parents, guardians), who may have access to the student(s) records. Below are the steps to create a new account.

- 1) In a web browser, go to the PowerSchool Parent Portal at <https://ps.helenaschools.org>
- 2) Click on the tab "Create Account" as shown below.

The screenshot shows the 'Student and Parent Sign In' page. At the top, there are two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is highlighted with a red rectangular box. Below the buttons, there is a 'Select Language' dropdown menu set to 'English', and input fields for 'Username' and 'Password'. A 'Forgot Username or Password?' link is located below the password field. A 'Sign In' button is at the bottom right of the form.

- 3) Click on the "Create Account" button.

The screenshot shows the 'Create an Account' page. At the top, there are two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is highlighted with a red rectangular box. Below the buttons, there is a heading 'Create an Account' and a paragraph of text explaining the account creation process. A 'Create Account' button is located at the bottom right of the page.

- 4) Fill out the parent information.

The screenshot shows the 'Create Parent Account' page. It contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. Below the password fields, there is a note: 'Password must: *Be at least 6 characters long'. The 'Create Account' button from the previous step is visible at the bottom right.

- 5) Link student(s) to your new account. If you do not have the Access ID or Access Password, please see your student(s) school in person. They will not give the information over the phone or via email. Enter your relationship to the student. More than one student can be linked to your account.

The screenshot shows the 'Link Students to Account' page. It contains a table with columns for 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The first row is numbered '1' and the second row is numbered '2'. Below the table, there is an 'Enter' button highlighted with a red rectangular box.

- 6) Click on the "Enter" button at the bottom of the page.