

PowerSchool Parent Portal Instructions

To access the Pewamo-Westphalia Public School PowerSchool parent login page, go to the Districts website and click the Powerschool link on the top-right side of the page **or** type <https://ps.pwschools.org/public/home.html> into your browser.

If you have already created an account enter your user name and password and click **Sign In**.

If you are new to PowerSchool, you will need to set up your **NEW** parent account. You must click the **Create Account** tab to setup your account and get started.

Then click **Create Account** button

Creating an account requires 2 steps: creating the actual account **and** linking student to your parent account.

***Remember that usernames and passwords**

In the **Create Parent Account** portion of this form you will enter the following information:

- Your First Name
- Your Last Name
- Your Email Address (each parent can set up their own account with their own email)
- Desired User Name (your choice, must be in lower case letters)
- Password (your choice- must be at least 6 characters and all lowercase)

This is where you will setup access to ALL your students in the District

- Enter the Name of each Student you wish to associate with (*you can add up to 7 students*).
- Enter the Access ID and Access

Password you were given from your child's school.

NOTE: the Access ID and Access Password must be entered **exactly** as it appears on the form provided by the school (see example below). If you have more than one student, you will have more than one Access ID and Access Password from the letters you received, and you will be able to link all students at once.

EXAMPLE

The following information is for:	Melissa Adams
User Name / Access ID:	0304425
Access Password:	OT1TV1

- Select the relationship you are to the student.
- Complete each of these steps for each of your students.

Click Enter when you are done adding all the information for your students and you will receive a confirmation that your account was created and you are ready to login. (If you do not have all of your students' different access information at this time, you will be able to add more students later.)

If you need to make changes to **your** email address and/or password, make other preference changes to your account, or if you need to link more students to your account, you can do so by clicking on **Account Preferences**.