Single Sign-On for PowerSchool Parent Portal

Parents need to create one single account to access all related student accounts across the district. Even if you only have one student you must create a SSO account.

To create your NEW SSO account, you will need at least one student's CONFIDENTIAL <u>PARENT</u> Access ID and CONFIDENTIAL <u>PARENT</u> Access Password as listed below.

1. From your Internet browser, go to the PowerSchool Parent Portal at <u>https://ps.waw.misd.net/public</u> and click on "<u>Create Account</u>"

2. On the next screen, you will enter your information:

- First Name and Last Name is the parent or guardian not the student
- **Email** will be used for notifications and resetting your password
- **Desired Username** must be unique to other users in PowerSchool
- Password must be at least 6 characters long; recommend the use of at least one number or special character to improve password strength LINK STUDENTS TO ACCOUNT
- Access ID and Access Password You receive your Parent Access ID and Access Password from your student's school. ACCESS ID's are CASE SENSITIVE and must be entered exactly as it appears on letter.
- > **Relationship** refers to the **user's** relationship to the student
- Click Enter when all student information has been added

		Create Parent Account				
		First Name	Jane			
		Last Name	Doe			
		Email	janedoe@gmail.com			
		Desired Username	jdoe123			
		Password	•••••	Better		
		Re-enter Password	•••••			
		Password must:				
		Be at least 6 characters long				
		Link Students to Account				
		Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent				
		Enter the Access ID, Access Password, and	a Relationship for each student you wish to add to j	your Parent Account		
	-	1 Student Name	Susan Doe			
Confidential Parent Access ID		Access ID	Doe123			
(Received from your school)		Access Password				
		Relationship	Mother	1		
Confidential Parent Password			Wother	1		
(Received from your school)		2				
		Student Name	Thomas Smith			
		Access ID	smith458			
		Access Password	•••••			
		Relationship	Mother, step	•		
		3				
		Student Name				
		Access ID				
		Access Password				
		Relationship	Choose	1		

Sign In Create A			_
Student and Pa	irent Sign In		
Username			
Password			
	Having trouble signing in?		
		Sign In	

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3. After you enter the required information and click Enter, PowerSchool will then prompt you to re-enter the NEW personal username and password that you just created. If you receive a Status Error 500, please press the F5 key on your keyboard (Command R for Mac users).

Po	werS	chool	
Parent Sign Ir	n		
Username			
Password			
	Having trouble s	igning in?	Sign In
			Sign

At any time, you can use the "Having trouble signing in?" link to recover your account information. The system will verify the email address entered matches the original email address used to create the account. Forgotten usernames will be emailed directly, but you will be given a link (valid for only 30 minutes) to reset your password.

PowerSchool		
		PowerSchool
Recover Account S	Sign In Information	
To recover your account s	ign in information, provide the information below.	Forgot Password Email Sent
Forgot Password? Fo	orgot Username?	If the email address you provide is associated with an account in our records, you will receive an email with instructions for
Username		resetting your password. If you don't receive this email, please
Email Address		check your junk mail folder or contact the school.
	Enter	Return to Sign In.

4. After logging in, you will see the main PowerSchool Parent Portal screen with each student's name listed at the top. Select a name and use the left Navigation menu to select an icon.



Use **Account Preferences** > Profile and Student tabs to make changes to your account or add additional students to your single sign-on account.

We hope you find this process easy to complete to access PowerSchool as a critical parent communication tool. Please make every effort to troubleshoot this process on your own, as school secretaries are not available to assist parents over the phone. Our technical staff is available on a limited basis for PowerSchool related issues, but cannot provide assistance regarding network, computer or browser issues from your home or work.