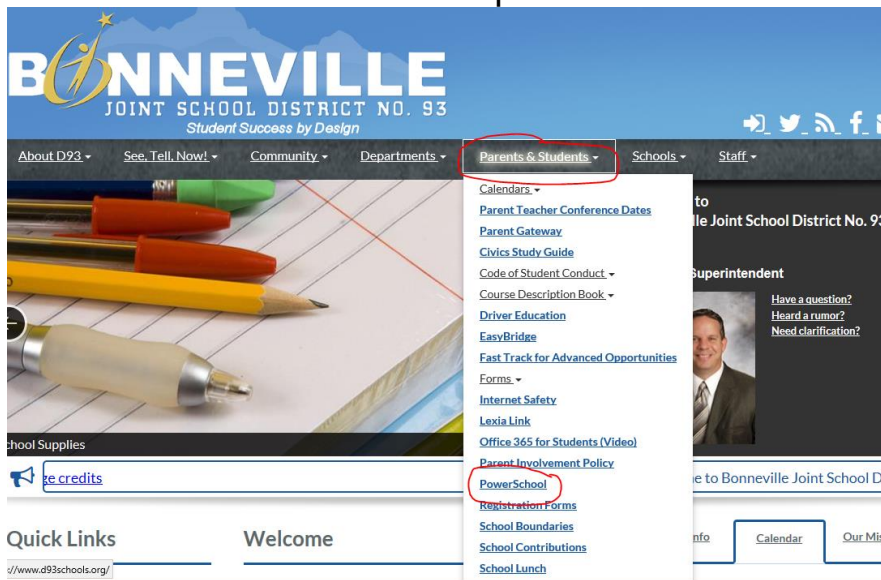


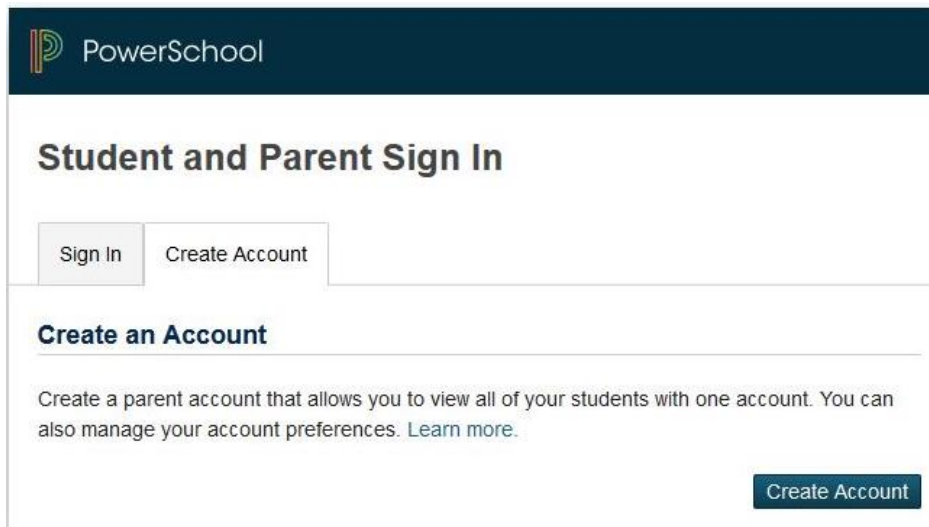
# Power School account walkthrough for creating a Power School account or adding students to an existing account.

(To add student to an existing account, jump to #10)

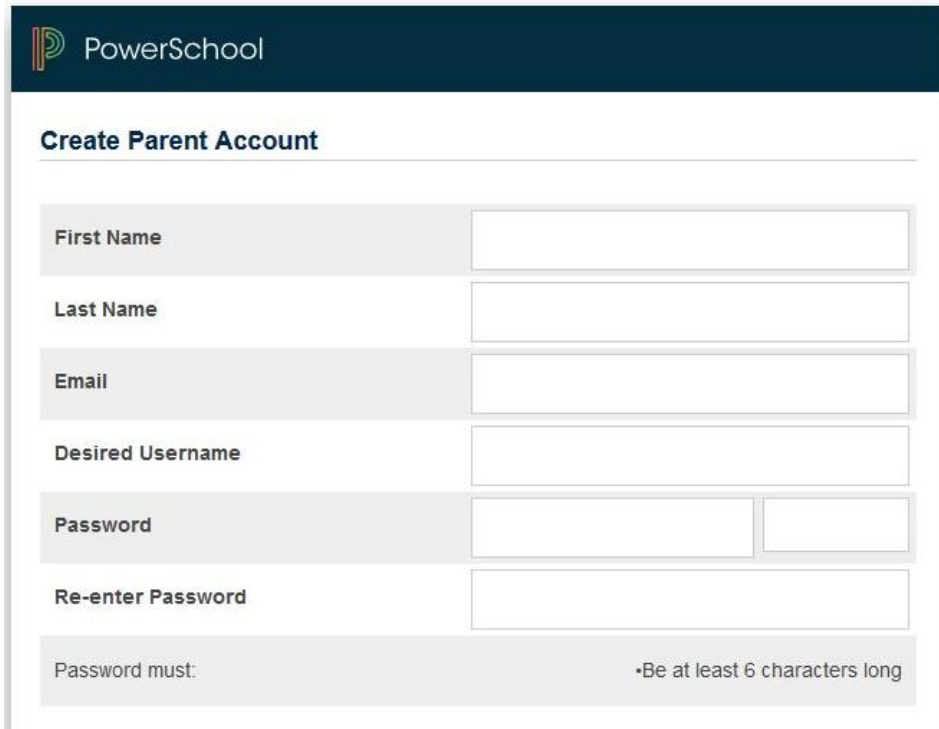
1. Access our district's website, go to the Parents and Students tab in the top tool bar.
2. Click Power School in the dropdown menu.



3. Click on Create an account



4. Fill in the required information and your desired username and password



The screenshot shows the PowerSchool 'Create Parent Account' form. It features a dark blue header with the PowerSchool logo and name. Below the header, the title 'Create Parent Account' is displayed. The form consists of several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password' (with a separate field for password confirmation), and 'Re-enter Password'. A note at the bottom states 'Password must: •Be at least 6 characters long'.

5. Scroll down the page to the " Link to Students Accounts" portion.

6. You will need an Access ID and Access Password for each child you have in District 93. You can get this information from your student's school. Please contact the school secretary for this information. Please note you only need one parent/guardian account and can multiple students connected to your one parent/guardian account. You can have additional accounts for each parent/guardian with the same students if you wish, to make additional accounts you will need to use a different, name, email address, username and password.

## Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	<input type="text" value="-- Choose"/>

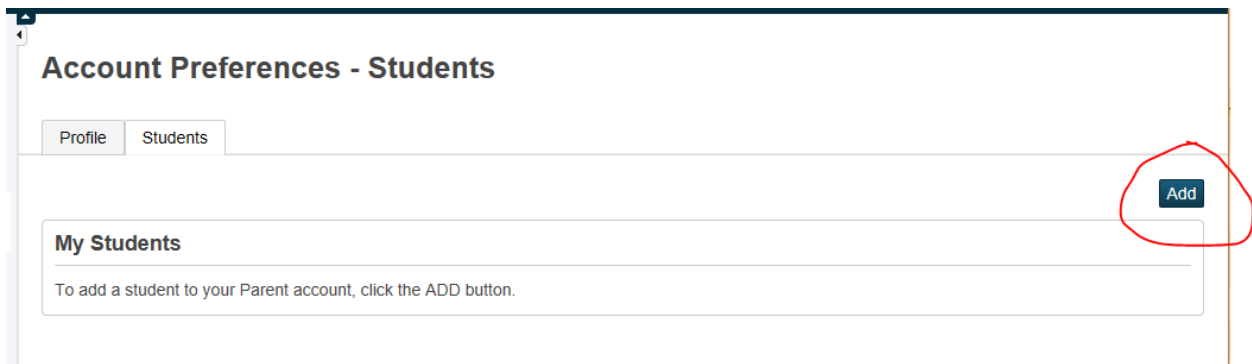
7. Please enter students name, access ID for that student and Access Password for that student.
8. If you have multiple students, you will need the unique Access ID and Password for each student. You do NOT need all your student's access ID's and Passwords to create an account, you can add additional students later.
9. Once all Access ID's and Passwords have been entered hit enter at the bottom of the page.

**\*NOTE\*** If you get any errors you will need to re-enter your desired password and the Access Passwords for each student you have entered before hitting enter again.

You can now login to Power School using any computer or browser. If you would like to access Power School App on any mobile device, you will need the district code of DFZM

## Adding a student to an existing parent account.

10. Login to your existing parent Power School account.
11. ON the left-hand side tool bar find “Account Preferences” to open your account Preferences – Profile.
12. Click on the “Students” tab
13. On the top right had side of your Account Preferences - Students (tab) page you will find the Add button.



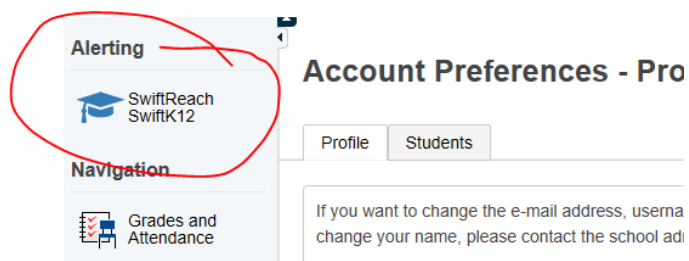
14. Click on the add button.
15. Enter the requested information and click OK.
16. Repeat for each additional child you wish to add to your account. You will need an Access ID and Access Password for each child you have in District 93. You can get this information from your student’s school. Please contact the school secretary directly for this information.

To access your student’s information, click on the desired students name (tab) in the dark bar across the top of the Power School page.

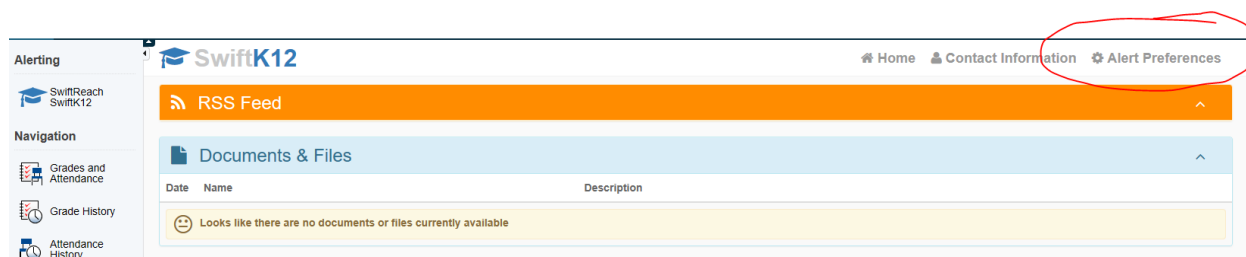
You can now login to Power school on your computer or browser. If you would like to access Power School App on any mobile device, you will need the district code of DFZM

After your account has been created please take a moment to set up your alerting preferences.

1. Click on Swift reach SwiftK12 at the top left under Alerting.



2. Click on Alert Preferences.



3. Choose what type of alerts each of your parent/guardian contacts should and should not be receiving.