Single Sign on PowerSchool
Archdiocese Of Baltimore
Parent Access

- Single Parent Sign On has been created in PowerSchool
- Parents are able to link to their multiple students
- Parents are able to set up and change their passwords to sign on
- Parents can manage account. If username or password is forgotten parents have ability to reset the information.
- All students will still need an initial username and password created by SIS Analyst
Parent Access– Create an account

- All students will still need an initial username and password to set up their students
- All parents will need to create an account
- To create account:
  - Archbalt.powerschool.com/public
  - Click on Create Account
Parent Access – Create an account

- Account set up requirements

Create a Parent/Guardian Account

A parent/guardian account allows you to view the information for one or more students with a single login. You can also manage your personal account preferences.

To create a parent/guardian account, enter the following information:

- **Name** - Your first and last name
- **Email** - Student notifications and correspondence related to your parent/guardian account will be sent to this email.
- **Desired User Name** - Your user name is your unique PowerSchool identity
- **Password** - Your password must be at least 6 characters long
- **Student Access Information** - Information for a minimum of one student, including the student name, Access ID, Access Password, and your relationship to the student

Login
Parent Access – Create an account

**Create Parent/Guardian Account**

- First Name
- Last Name
- Email
- Desired User Name
- Password
- Re-enter Password

**Link Students to Account**

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

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<tr>
<th>Student Name</th>
<th>Access ID</th>
<th>Access Password</th>
<th>Relationship</th>
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Parent Access– Create an account

- Student Information:
  - Student name– Name of student in system (must have at least one student)
  - Access ID– Original Parent Access username (more then one parent can use **ie Mother and Father)
  - Access Password– Original Parent Access password (more then one parent can use** ie Mother and Father)
  - Relationship– What is the account holders relationship to the student
Parent Access – Create an account

- System will verify following information
  - Unique username and password (Parent Set Up)
  - Password is at least 6 characters in length
  - Student access information is correct
  - Only one account per e-mail address can be set up
  - Parents will receive an e-mail will any changes on their account once set up
Parent Access

- Once set up students have the ability to toggle between each student to view
Parent Access—Grades and Attendance

- This looks like the prior Parent Access version.
- Shows
  - Quick Lookup
    - Click the on the actual grade for the class and you will get more indepth information for the class
  - Current Attendance
Parent Access – Grade History

- This will show the Historical Grades for the student for the current school year. Once grades have been stored at the end of the Trimester.
Parent Access – Attendance History

- This will show the historical attendance for the student for the current school year
Parent Access– E-mail Notifications

- Click here to sign up for e-mail notifications for their student(s).
- They can sign up for all students or just specific ones.
Parent Access – Teacher Comments

- Teacher comments will show under this icon or they will show when the parent clicks on the assignment scores for their student(s)
Parent Access—School Bulletin

- If the school utilizes the Daily Bulletin function in PowerSchool, parents will be able to view the Daily Bulletin for the school.
Parent Access– Account Preferences

- Parents will be able to edit their login information
  - First Name
  - Last Name
  - E-mail address
  - Password **Reminder that PowerSchool does not have access to view passwords once created**
Parent Access – New Items

- Once set up account can toggle between each student
- There is a printer now on the page so the parent can click that and print the Current Page that they are on
- There is an in-depth knowledge base of any questions that a parent may have on Parent Access
- There is a time and date stamp so the parent knows the last time they logged into Parent Access