

Parent/Guardian Access to PowerSchool

Step 1: Letter from school site with Access ID

Parent/guardian should get a letter from the school site with their student's Access ID.

To the Parent/Guardian of:

Instructions for Parent/Guardian Access to PowerSchool

Parents and guardians can access multiple students with one login, and can retrieve their own login information if they forget the password or username. Each parent or guardian can have their own account.

Parents and guardians need to create their own username and password to access their students' information, and an email address is required. If a school has given your student their own username and password for PowerSchool, they will use that to login themselves. You can also use the student username and password if you do not want to supply an email address.

Instructions for creating your new username and logging into PowerSchool.

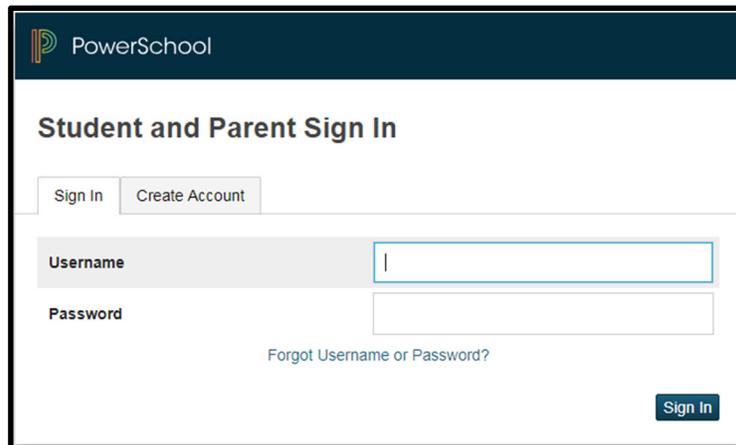
1. Open your Web browser to wccusd.powerschool.com
 2. Click the Create Account tab
 3. When the Create Parent Account page appears, enter these required fields:
 - Your first name
 - Your last name
 - Your email address
 - Your desired Username, using letters and numbers
 - It must be unique, CANNOT be an email address, and will be Case-Sensitive
 - If the name you choose already exists, you will be prompted to enter a different one after you click Enter
 - Your desired password
 - It must be at least 6 characters long (use only letters and numbers), and will be Case-Sensitive
 - Re-enter your password on the next line.
 6. Enter your student's name:
 7. Enter Access ID:
 8. Enter Access Password:
 9. Choose YOUR relationship to Jordynn, e.g., Mother or Father
 10. If you have an Access ID and Passwords for other students, you may enter them on the next lines.
 11. When all student information has been completed, click Enter
 12. If successful, you will be directed to the login screen. If you receive an error message, you will need to correct the error(s) AND re-enter the Access Password for each student listed
- If you desire more than one parent/guardian account for your student, please share these instructions with anyone that you authorize to access your student's information. Each parent/guardian account must use a different email address.
- To change your email address or password, or to add/delete students, log in and click on Account Preferences.

Step 2: Create your new PowerSchool username and password

Parents/guardians can access multiple students with one account, and can retrieve their own login information if they forget the password or username. Each parent or guardian can have their own account.

Parents/guardians need to create their own username and password to access their student's information, and an email address is required.

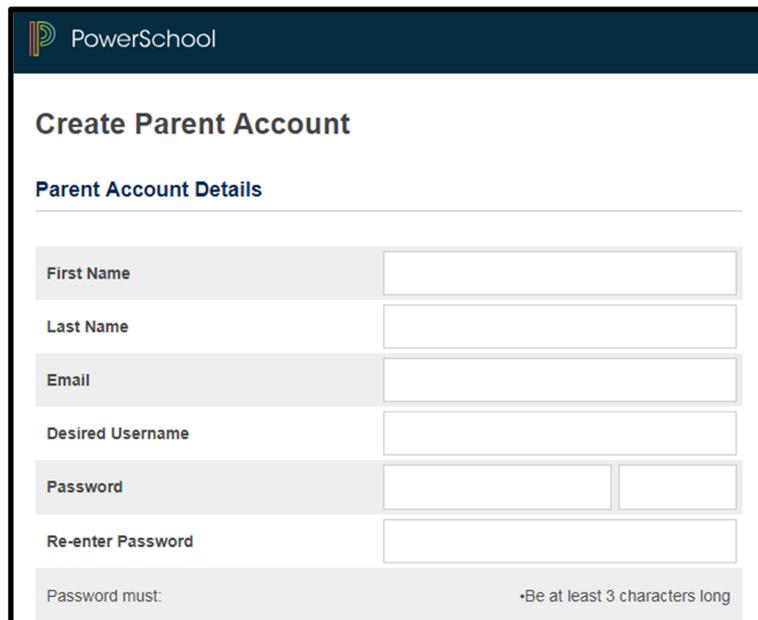
1. Go to wccusd.powerschool.com
2. Click the *Create Account* tab



The screenshot shows the PowerSchool login interface. At the top, there is a dark blue header with the PowerSchool logo and name. Below the header, the page title is "Student and Parent Sign In". There are two tabs: "Sign In" (which is selected) and "Create Account". Below the tabs, there are two input fields: "Username" and "Password". Below the "Password" field, there is a link that says "Forgot Username or Password?". At the bottom right of the form, there is a "Sign In" button.

3. On the *Create Parent Account* page, enter these required fields:

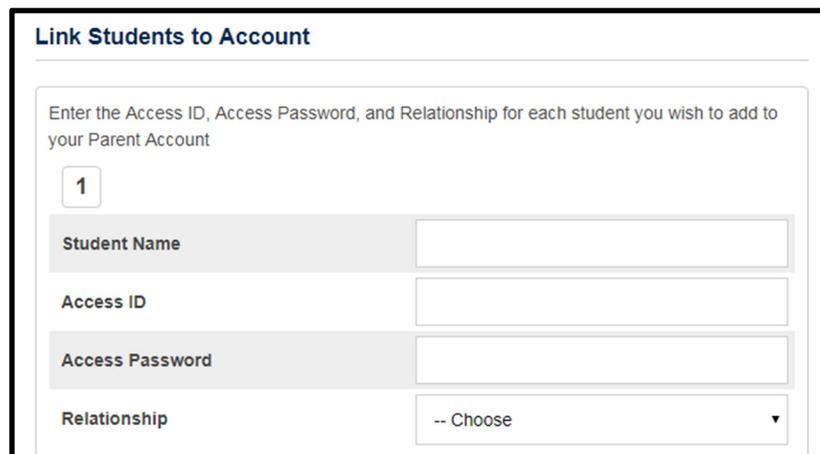
- Your first name
- Your last name
- Your email address. If you do not have an email account, you can create a [Gmail account using these instructions](#).
- Your desired Username using letters and numbers. It CANNOT be an email address. It is case-sensitive
- Your desired password - must be at least 6 characters long (use only letters and numbers), and will be case-sensitive
- Re-enter your password on the next line



The screenshot shows the 'Create Parent Account' page in PowerSchool. The page has a dark blue header with the PowerSchool logo. Below the header, the title 'Create Parent Account' is displayed. Underneath, there is a section titled 'Parent Account Details' with a horizontal line. The form contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password' (split into two boxes), and 'Re-enter Password'. At the bottom, there is a note: 'Password must: •Be at least 3 characters long'.

4. On the *Link Students to Account* page, enter these fields:

- Your student's name
- Student's Access ID
- Student's Access Password
- Choose YOUR relationship to student, e.g., Mother or Father



The screenshot shows the 'Link Students to Account' page in PowerSchool. The page has a dark blue header with the PowerSchool logo. Below the header, the title 'Link Students to Account' is displayed. Underneath, there is a section titled 'Link Students to Account' with a horizontal line. Below the line, there is a text box that says 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. Below this text box, there is a small box containing the number '1'. Below the '1' box, there are four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' field is a dropdown menu with the text '-- Choose' and a downward arrow.

5. If you have an Access ID and Passwords for other students, you may enter them on the next lines.

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

3

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

6. When all student information has been completed, click Enter

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

Enter