

# PowerSchool Parent Portal Access – Account Setup

Each parent must create an account and link their students to use PowerSchool. This is a one-time process. You will need the following information:

1. **Student Name, Student ID, Student Birthdate**
2. **Student Username** = 1<sup>st</sup> 4 Letters of Last Name + dot + 1<sup>st</sup> 4 Letters of First Name + last 3 digit of Student ID
3. **Access Password** = Student Birthday Month & Day + Student ID

## Step 1

### Create Parent Account

First Name	<input type="text" value="Parent First Name"/>
Last Name	<input type="text" value="Parent Last Name"/>
Email	<input type="text" value="parentemail@gmail.com"/>
Desired Username	<input type="text" value="parentusername"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Usernames and Passwords **ARE** case sensitive

Username should **NOT** be an email address.

**Write down your username and password and store the note in a secure location until you have your login memorized.**

## Step 2

### Link Students to Account

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

**Parent Access ID = Lower case “p” + Student Username**

Example: **pjorg.heat751**

**Parent Access Password = Student Birthday Month & Day + Entire Student ID**

Student Name	Access ID	Access Password	Relationship
1. <input type="text" value="Heather Jorgenson"/>	<input type="text" value="pjorg.heat751"/>	<input type="text" value="030923751"/>	<input type="text" value="Mother"/>

**Don't Forget!**

After your account is created you can use PowerSchool Mobile App. Once the app is installed enter our district code: DWSM and sign in with your username and password you just created.



Apple Devices



Android Devices