

**PowerSchool**  
**User Guide**  
**for Parents**

**Archdiocese of Seattle**  
**PowerSchool Consortium**

# Understanding PowerSchool Parent Portal with Single Sign-On

*The Power of the application comes from understanding what it can do and how it can help you participate in your child's education.*

## Introduction

PowerSchool's Parent Portal is a tool integrated into the PowerSchool Student Information System (SIS) specifically developed for parents and students. Access to the Parent Portal uses the Single Sign-On feature. Parent Single Sign-On offers a number of benefits, including:

- access to multiple students with one login
- a personalized account for each parent and guardian
- the ability for parents/guardians to retrieve their own login information

## Let's Get Started

To get started, you must create your PowerSchool account and attach students.

**Note:** if you previously had an account it will still work, and you just need to link to new students. Go to Account Preferences and select the Students tab. Click on Add and follow Step 2 - Link Students.

### Creating Your PowerSchool Parent Portal Account

Before you can log in to PowerSchool Parent Portal, you will need to create your account and associate students to it. You will need a letter from the school with your student's Access ID and Access Password. This information is needed to attach a student to your account. If you do not have this information or have questions, contact your schools Main Office.

**NOTE:** *The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.*

1. Launch a web browser (Internet Explorer, Safari, or FireFox) and go to the PowerSchool Parent Portal URL:

<https://ps.archseapsc.org>

2. If this is your first time to this screen you must click [Create Account](#) to setup your account and get started.
3. If you have already created an account enter your user name and password and click [Sign In](#)
4. Creating an account requires 2 steps: creating the actual account and linking a student or students to the account

The screenshot shows the PowerSchool Parent Sign In and Create Account page. At the top, the PowerSchool logo is displayed, followed by the text "Archdiocese of Seattle PowerSchool Consortium". Below this, the "Parent Sign In" section contains a "Select Language" dropdown menu set to "English", a "Username" input field, and a "Password" input field. A link "Having trouble signing in?" is located below the password field. A "Sign In" button is positioned below the password field. The "Create an Account" section is located below the sign in section and contains the text: "Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)" and a "Create Account" button.

## Step 1 - Create Account

Enter the following Guardian Information:

- **First Name**
- **Last Name**
- **Unique Email account**
- **Unique login name**  
*(if not unique, you will be prompted for a different login name)*
- *Please note, your username **must not** contain the @ symbol.*
- **Password**  
*(entered twice, minimum of 6 characters)*

## Step 2 - Link Students

You must know the student's first and last name, access ID and access Password to link them.

Enter the following to make the link:

- **Student's name**  
*(First and Last, as shown on your letter)*
- **Access ID**
- **Access Password**
- **Your relationship**  
*(select from the drop down list)*

### Create Parent Account

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="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 Account

	Student Name	Access ID	Access Password	Relationship
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾

Once all information is entered click

When your account is successfully created you will see the login page with this message:

Congratulations! Your new Parent Account has been created.  
Enter your Username and Password to start using your new account.

### Parent Sign In

**Select Language**  
English ▾

**Username**

**Password**

[Having trouble signing in?](#)

Use the user name and password you entered in the previous step to login to the parent portal.

Information on each section of the parent portal is available on each page in the [About This Page](#) link.