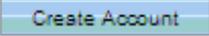


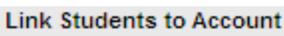
Parent Single Sign-On Quick Reference Guide

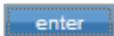
Beginning with the 2015-2016 school year, parent single sign-on is offered in PowerSchool. This enables parents to create their own PowerSchool account, choosing the username and password they wish to use, and then assign each of their children to their account. (In previous years, parents had a separate PowerSchool account for each child.) Enabling this feature, requires all parent/guardians to **create an account** to initialize new access to PowerSchool. Before you begin, make sure you have received your confidential parent/guardian access ID and password assigned to you for each child, issued by the school.

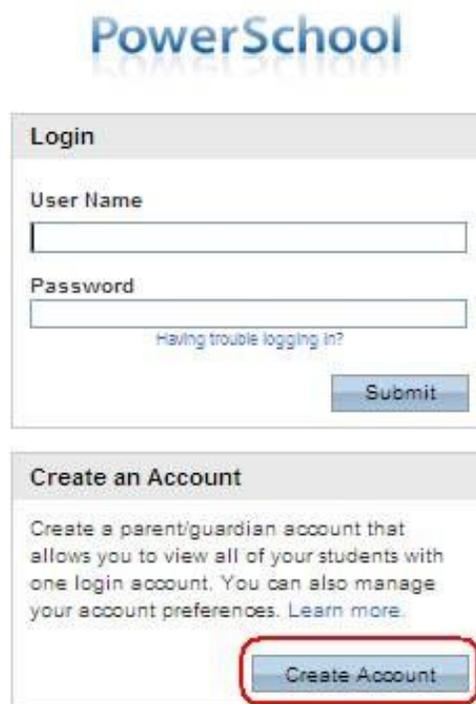
The web address for Northgate School District parents/guardians to login to PowerSchool is: <http://8.225.197.70/public>

To get started, click on  on the login page as indicated in the snapshot.

The first section on the new page, , requires you to enter the following information necessary to establish your new parent/guardian account: your first and last name, the email address you wish to use to receive communications from PowerSchool; and a unique username and password with which you will use to login to PowerSchool. Keep the username simple, using letters and numbers, no spaces. The password must be at least 6 characters. Re-enter the password to ensure you did not mistype it the first time. Understand that your password is the key to securing your account. Do not share your account information with anyone! (Each parent/guardian may create their own account.) The stronger the password, the more secure it is. Using a combination of letters, numbers, punctuation and symbols will produce a stronger password.

The second section on this page, , requires you to enter the following information for at least one student: student's name, access ID (provided by school), access password (provided by school), and your relationship to the student. **The password is case-sensitive.** Be sure to enter the access ID and password exactly as provided to you or you will receive an invalid information error. You may enter the information for up to seven students. If you have more than seven students you will need to create more than one account.

Be sure to click on  to save your account information! Below is a snapshot of a sample account.



The screenshot shows the PowerSchool login page. At the top is the PowerSchool logo. Below it is a 'Login' section with two input fields: 'User Name' and 'Password'. A 'Submit' button is located below the password field. A link 'Having trouble logging in?' is positioned between the password field and the submit button. Below the login section is a 'Create an Account' section. It contains a paragraph of text explaining the benefits of creating an account and a link 'Learn more.'. A 'Create Account' button is located at the bottom right of this section and is highlighted with a red rectangular border.

Create Parent/Guardian Account

First Name

Last Name

Email

Desired User Name

Password Strongest

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

Student Name	Access ID	Access Password	Relationship
1. <input type="text" value="Betty"/>	<input type="text" value="12345"/>	<input type="password" value="....."/>	<input type="text" value="Father, natural/adoptive"/>
2. <input type="text" value="Bob"/>	<input type="text" value="67890"/>	<input type="password" value="....."/>	<input type="text" value="Father, natural/adoptive"/>
3. <input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
4. <input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
5. <input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
6. <input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
7. <input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>

As you save your information, you will receive an error message if any piece of information is missing or incorrect. If you receive an error, be sure to correct or fill in missing information, retype your password and access passwords and save once more. Once you have successfully created your new account, use your new username and password to login to PowerSchool.

If you need to add additional students you may do so after logging in by clicking on the *Account Preferences* icon, clicking on the *Students* tab, and then clicking on . Each of your student's names will show side by side on the navigation bar, on the left below the icons, linking you to available functions in the PowerSchool parent portal for each student. Click the student's name in the navigation bar to view that student's information.

Click the Help icon for further assistance in using PowerSchool's parent portal.

PowerSchool

Grades and Attendance | Grade History | Attendance History | Email Notification | Teacher Comments | School Bulletin | Class Registration | My Calendars | **Account Preferences**

Profile | **Students**

Account Preferences - Students

To add a student to your Parent/Guardian account, click the ADD button.

My Students