PowerSchool Parent Sign On Guide

Please read this important information so you can access your child's PowerSchool information. PowerSchool provides you with the ability to create an account that will allow you to access all of your children from a SINGLE LOGIN. You will also be able to create your own usernames and passwords for added ease of use.

Begin by going to **http://ptdioceseschools.powerschool.com/public**
(or click the PowerSchool link on the parents menu of our website) You will see this screen

1. Click the Create Account tab and button
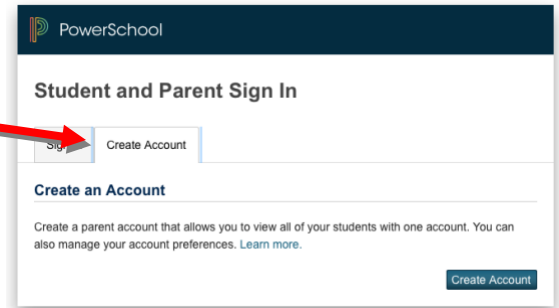
2. The screen below will appear:

This is where you will setup access to ALL of your children.

- Enter an E-Mail address. Note: The e-mail address MUST be unique. If Parent/Guardians share the same e-mail address, you should only set up one parent access account.

- Username. No apostrophes(`) or symbols allowed

- Password (No apostrophes and it must be at least six characters)

- Enter the Name of each of your children

- Enter the Access ID and Access Password for each child. *Access IDs and passwords are listed on the Parent Letter. Accounts for PCHS students will be disabled at the end of each quarter and then re-enabled after report cards are distributed.*

- Select your relationship with each child

3. Once you have finished entering ALL of your children, click Enter.

NOTE: Should you enter something incorrectly, when you hit Enter, the *edit checks* will catch the error; but unfortunately, also blank out many of the fields you have entered. You must re-enter the information.

4. Assuming you are successful, you will receive this message.

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

Please be aware that ONLY ONE Parent/Guardian may access the account at a time. If one parent is at home and another parent is at work, both parents cannot be logged into PowerSchool at the exact same time.

Login

User Name

Password

Having trouble logging in?

After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your family members.

- Select the appropriate name to change the page to that child's information.

PowerSchool

Avery | Emily | Laura | Vickie

What if you forget your login information?

On the login page click on *Having trouble logging in*?

Login

User Name

Password

Having trouble logging in?

Submit

If you forgot your Password:
- Fill in your User Name
- Fill in your E-Mail Address
- Click on Enter

The system will verify your information and send you a *Security Token* with instructions on how to re-set your Password to the E-Mail address listed.
It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to re-set the password in that allotted time, you will need to repeat the process.

Recover Account Login Information

To recover your account login information, provide the information below.

Forgot Password? | Forgot User Name?

User Name

Email Address

Enter

If you forgot your User Name:
- Click on the Forgot User Name tab
- Enter your E-Mail Address
- Click on Enter

The system will authenticate your information and send you an E-Mail with your User Name.