# PowerSchool Parent Single Sign-On Quick Reference Guide

PowerSchool's parent single sign-on feature 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. **Parents only need to create an account once. The same account can be used in subsequent school years.** Before creating an account, make sure you have received your confidential parent/guardian access ID and password assigned to you for each child, which is issued by their school.

The web address for Oconee County parents/guardians to login to PowerSchool is: https://ps.oconee.k12.ga.us

Creating a New Account:

To get started, click on the *Create Account* tab and then click on the *Create Account* button (lower right corner), as indicated in the screenshot below.
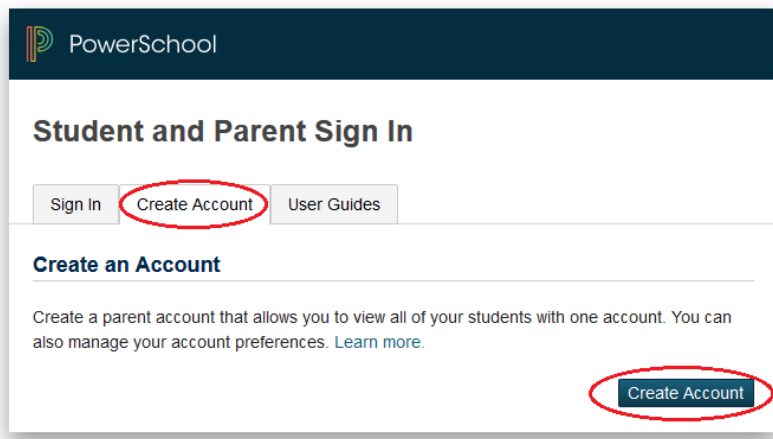
The first section on the new page, ***Create Parent Account***, requires you to enter the following information necessary to establish your new parent/guardian account: your first and last name, the email address you wish to use to receive communications from PowerSchool; and a unique username and password with which you will use to login to PowerSchool. Keep the username simple, using letters and numbers, and <u>no spaces</u>. 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, *Link Students to Account*, requires you to enter the following information for at least one student: student's name, access ID (**5-digit** number provided by school), access password (**5-character** 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.

Link Students to Account

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

1

Student Name	Betty
Access ID	12345
Access Password	•••••
Relationship	Father

2

|	
Student Name	Bob
Access ID	67890
Access Password	•••••
Relationship	Father

Be sure to click on **Enter** at the bottom of the page to save your account information!

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.
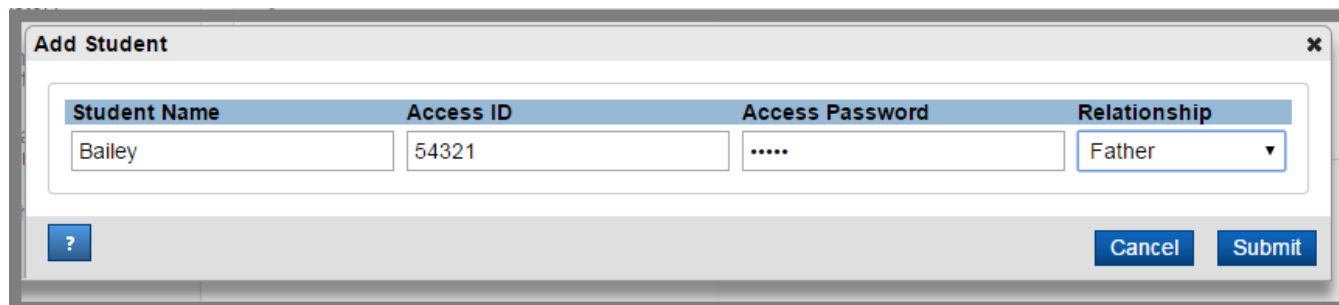
After logging into PowerSchool, the name of each student you've added to your account displays on the top blue student bar. To view/edit information for a specific student, click on their name in this bar. Each item on the *Navigation* menu, on the left, displays information for the student you currently have selected at the top.

Adding a Student to Your Account:

If you need to add additional students to your account, you may do so after logging in by clicking on the *Account Preferences* icon, 🐾, under the *Navigation* menu on the left. Click on the *Students* tab and then click on **Add** (on the right).
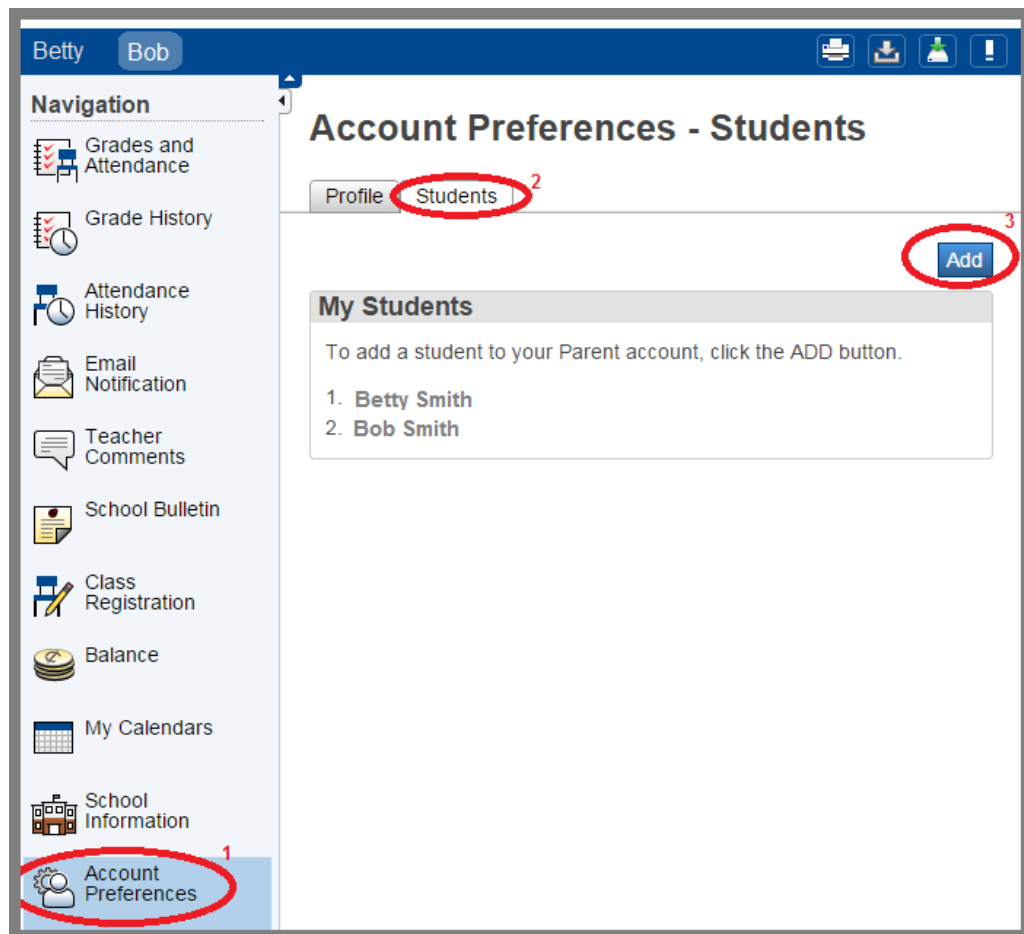
In the *Add Student* popup window, enter the student's name, access ID, access password, and select your relationship to the student, as described above. Click **Submit** to add the student.

Click the **Help** link at the top of the window for further assistance in using PowerSchool's parent portal.

The *Parent/Student Portal User Guide* can be found at:

http://learning.oconeeschools.org/pluginfile.php/84858/mod_resource/content/3/ps10x_student_and_parent_portal_user_guide.pdf