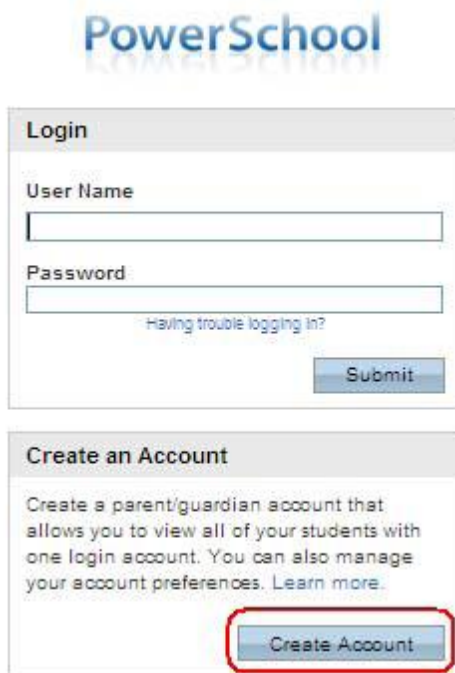


PowerSchool Parent Single Sign-On Quick Reference Guide

Beginning November 28, 2011, the parent single sign-on will be available. This enables parents to create their own PowerSchool account, choosing the username and password they wish to use, and then assign each of their students to their account. (Currently, parents have a separate PowerSchool account for each student.) Enabling this feature requires all parents or guardians to **create an account** to initialize new access to PowerSchool. Before you begin, make sure you have received your confidential access ID and password assigned to you for each student. This information would come from your student's school. If you are a parent who has logged into PowerSchool in previous years, the username and password you used then is now the access ID and access password for that student that you will enter when you added the student to your account.

To access the ParentPortal, log onto the Amherst County Public Schools website at www.amherst.k12.va.us. Click on the Parent Portal link (located in the lower right corner of the page). The Parent Portal may also be accessed by typing <http://sis.amherst.k12.va.us/public> directly into your web browser.

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



The image shows a screenshot of the PowerSchool login page. At the top, the "PowerSchool" logo is displayed. Below the logo, there are two main sections. The first section is titled "Login" and contains two input fields: "User Name" and "Password". Below the "Password" field, there is a link that says "Having trouble logging in?". A "Submit" button is located at the bottom right of the "Login" section. The second section is titled "Create an Account" and contains a paragraph of text: "Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. Learn more." Below this text, there is a "Create Account" button, which is highlighted with a red rectangular border.

The first section on the new page, **Create Parent/Guardian 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 want 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, **Link Students to Account**, requires you to enter the following information for at least one student: student's name, access ID (5-digit parent username provided by your student's school), access password (5-digit numeric password provided with your access ID), 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. (This access ID and password is what parents use for logging into the Parent Portal now.) You may enter up to seven students.

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

Create Parent/Guardian Account

First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Smith"/>
Email	<input type="text" value="jsmith@gmail.com"/>
Desired User Name	<input type="text" value="jsmith"/>
Password	<input type="password" value="....."/> Strongest
Re-enter Password	<input type="password" value="....."/>

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="....."/>	Father, natural/adoptive ▾
2.	<input type="text" value="Bob"/>	<input type="text" value="67890"/>	<input type="password" value="....."/>	Father, natural/adoptive ▾
3.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose ▾
4.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose ▾
5.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose ▾
6.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose ▾
7.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose ▾

As you save our 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. If you need to add additional students you may do so after logging in by clicking on the 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.

