Parent Portal—Single Sign-On Instructions (for Parents)

PowerSchool's Parent Portal is a tool integrated into the PowerSchool Student Information System (SIS) specifically developed for parents and guardians. In previous versions of the application there was a separate login and password for each student requiring a parent to login in multiple times if they had more than one student attending any school in Wolf Creek. This version of PowerSchool introduces the new **Parent Single Sign-On** feature of the application.

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

1. Log in to PowerSchool Parent Portal - Click on Create Account

    https://wolfcreek.powerschool.com/public/home.html

2. In order to create an account, you must have the Access ID and Password for at least one student enrolled in any WCPS school. If you do not have this information, contact the Admin Assistant at your child's school for your Access ID and Password. When adding additional students, you will need the Access ID and Password for EACH student you want to associate to your parent/guardian account.

3. Enter your parent info and at least one student account info. Click Enter.

4. If you have created your log in successfully, you will get this screen below. Use the username and password you just created to sign in.

5. Once you are logged in with one student, you can now add additional students to your account, if you have the Access ID and Access Password from that's student's school.

6. Click on Account Preferences at the bottom of the left side panel.

7. On the Profile tab, you can edit your Username or Password (the yellow pencils)

Profile | Students

Account Preferences - Profile

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name:	Papa
Last Name:	Smurf
Email:	papa.smurf@hotmail.co
Select Language	Select a Language ▼
Username:	Papa Smurf
Current Password:	*****

Cancel Save

8. On the Students tab, you can add additional students to your account (using the individual Access ID and Access Password)

Profile | Students

Account Preferences - Students

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

My Students   Add +

Baby Smurf

Add Student   ✕

Student Name	Access ID	Access Password	Relationship
Junior Smurf	FXT	•••	Father ▼

?   Cancel Submit

Account Preferences - Students

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

✔ Changes Saved

My Students   Add +

Baby Smurf

Junior Smurf

9. You can switch between students by clicking on the names in the blue banner.

10. Note: *you cannot drop a student from your account without help from the PS administrator at your child's school.*

11. When finished working in PowerSchool Parent Portal, it is important to log out of the application using the Sign out button in the top right corner of the screen.

12. If you have any questions, please contact the Admin Assistant at your child's school.

PowerSchool

Baby Junior

Welcome, **Papa Smurf** | Help | Sign Out