PowerSchool

St. Patrick School Parent Portal Guide
Accessing Student Information - Getting Started

St. Patrick School Parent Portal Site: https://powerschool.edrvc.org/public/
What is Single Sign On?
In PowerSchool 7, you are able to create a single "parent" account, and then provide the information to link each of your students' information to your parent account.

How do I get started?

I HAVE NEVER CREATED A POWERSCHOOL PARENT ACCOUNT

I NEED TO CREATE A NEW POWERSCHOOL PARENT ACCOUNT - PLEASE READ HERE

Before your proceed:

- *You will receive a separate access code and password letter for each of your students.* This information can be found in the letter you received
- From the School Web page (stpathunt.org) go to the last tab on the bottom left of the page and click on Parent Portal.
- Click on Parent Portal Login Page.
- This will bring you to the Powerschool login page.
- Go to the bottom of the page and click on Create Account.
- Fill in all basic information. The Desired Username and Password you create will be the information you use to log in going forward. These are case sensitive. Please make a note of both the username and password as we have no way to retrieve that information for you. We always say to write it down and tape it to the bottom of your keyboard. It is okay for the children to access the Parent Portal as there is no way for them to change any information on it so there is no need to hide the username/password. If you are having trouble creating a username /password please see the username / password help document on the Parent Portal web page on the school website. The username cannot be an email address. The username and password cannot contain any special characters.
- When you enter your child's information the Access ID is listed as Confidential Parent/Guardian username in the letter that was sent home. The Access ID is case sensitive and should be entered exactly as it appears in the letter.
- The child's Access Password is listed as the Confidential Parent/Guardian password on the letter that was sent home. . The Access Password is case sensitive and should be entered exactly as it appears in the letter.
- When you have finished entering all your child's information click on Enter at the bottom on the page. This will bring you into the parent portal.
- Each parent/guardian can have their own individual account. Each parent/guardian should follow the steps above to create their own account

I ALREADY HAVE AN EXISTING POWERSCHOOL PARENT ACCOUNT - PLEASE READ HERE

If you created an account and you have no new students to the school, then you are set to use PowerSchool for this year. Log on to PowerSchool by going to the school homepage and clicking on the Parent Portal Tab on the left hand side on the page at the bottom of the page, then click on Parent Portal Login Page

If you already have an existing PowerSchool account, but forgot your username and/or password, then refer to the USERNAME AND PASSWORD issues section on the last page of this guide.

*I ALREADY HAVE AN EXISTING POWERSCHOOL ACCOUNT, **BUT NEED TO ADD ANOTHER CHILD** - PLEASE READ HERE*

If you created an account last year, please log into PowerSchool by going to the school homepage and clicking on the Parent Portal Tab on the left hand side on the page at the bottom of the page, then click on Parent Portal Login Page. Log into the Parent Portal with the username and password you created. Then click on the **Account Preferences** button and follow the instructions below:

Step 1: Click on the **Students** tab. A list of your students will appear in the list.

Step 2: Click on the Add+ button to add a new student to your list.

Step 3: Enter the student's name, Access ID, Access Password, and your relationship to the student. Remember to use all CAPS. This information can be found in the access code letter that was sent home with your child.. If you misplaced this information please contact Ellen Leonard eleonard@stpathunt.org Patti McArdle at pmcardle@stpathunt.org.

Click the **Submit** button when completed. Your child will now be added to the list of students.
Repeat these steps for all students that you wish to add.