



## PowerSchool Parent Portal Single Sign-On Security

### ***Introduction***

Parent Portal Single Sign-On Security is a new feature the Timberlane Regional School District is providing to Middle School student parents for the 2013-14 School Year. This new feature enables you to setup your own Username and Password and manage your own personal account preferences. If you have more than one child enrolled in the Middle and High School, you will be able to view each child's information without the need for having multiple accounts.

This access, which is already in use for High School students, provides access for parents to view Grades and Attendance, contact teachers by email, set up Email Notifications, view Teacher Comments, etc. for their students.

### ***Instructions for Creating a Parent Account***


Using any browser, go to address <https://timberlane.powerschool.com>. You can also select the PowerSchool Parent Portal link located in the Parents section on the Middle School's website. The Sign In screen will have a section at the bottom with the label "Create an Account", as shown below:

The screenshot shows the PowerSchool Parent Sign In and Create Account interface. The 'Parent Sign In' section includes fields for Username and Password, a 'Sign In' button, and a link for 'Having trouble signing in?'. The 'Create an Account' section includes a description of the account and a 'Create Account' button, which is highlighted with a yellow arrow. The footer contains copyright information for Pearson Education, Inc., and a small logo.

Note: If you have students attending the High School and have previously set up a Parent Portal Account, please proceed to the ***Link Students to Account*** instructions to add your middle school student(s).

# PowerSchool

## Create Parent Account

First Name	<input type="text" value="Your First Name goes here..."/>
Last Name	<input type="text" value="Your Last Name goes here..."/>
Email	<input type="text" value="Your Email Address goes here..."/>
Desired Username	<input type="text" value="Your Username goes here..."/>
Password	<input type="password" value="....."/>  Strong
Re-enter Password	<input type="password" value="....."/>

Password must:

- Be at least 6 characters long

## Link Students to Account

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

	Student Name	Access ID	Access Password	Relationship
1.	<input type="text" value="Your child's name goes here."/>	<input type="text" value="Child's Access ID..."/>	<input type="password" value="....."/>	<input type="text" value="Mother"/>
2.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>

Fill in the information requested at the top of the window. For Password, try to mix upper and lower case letters and numbers to arrive at a strong password. The indicator will change as you enter characters.

## Link Students to Account

The next step is to link your child's info to your account. Enter your child's name in the Student Name column, row 1. For Access ID and Access Password, enter the information that has been provided to you on your Middle School child's Quarter One Report Card. Finally, select your relationship to the student from the list provided.

If you have additional children enrolled in the Middle School, just continue adding their respective information in rows 2., 3., etc. When completed, scroll to the bottom of the screen and click the Enter button:

## Link Students to Account

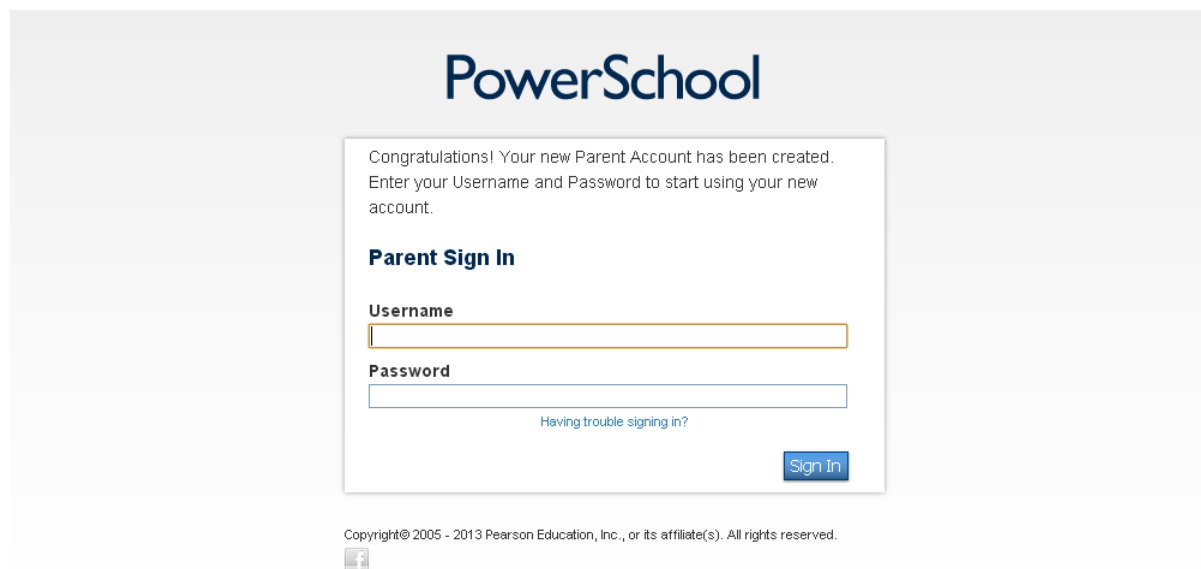
Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

	Student Name	Access ID	Access Password	Relationship
1.	<input type="text" value="Your child's name goes here."/>	<input type="text" value="Child's Access ID..."/>	<input type="password" value="....."/>	<input type="text" value="Mother"/>
2.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
3.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
4.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
5.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
6.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
7.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>



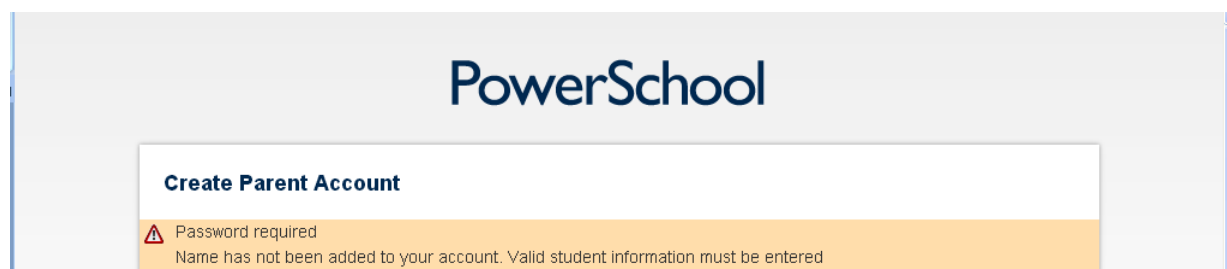
Enter

You will now see the sign in screen, indicating that your new Parent Account has been created, as shown below:



The image shows the PowerSchool Parent Sign In screen. At the top, the PowerSchool logo is displayed. Below it, a message reads: "Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account." The sign-in form includes a "Parent Sign In" heading, a "Username" field, a "Password" field, and a "Sign In" button. A link for "Having trouble signing in?" is located below the password field. At the bottom, there is a copyright notice: "Copyright© 2005 - 2013 Pearson Education, Inc., or its affiliate(s). All rights reserved." and a small Facebook icon.

If instead, you see a screen with the message as shown below, it indicates that you did not enter a valid Access ID and/or Access Password. You will need to re-enter the correct information and submit again. (Please note that the Access ID and Access Password are case sensitive.)



The image shows the PowerSchool Create Parent Account screen. At the top, the PowerSchool logo is displayed. Below it, the heading "Create Parent Account" is visible. Two error messages are shown in a yellow box: "Password required" and "Name has not been added to your account. Valid student information must be entered".

### ***Updating your Account Profile***

Once you have created your parent portal account, you can make changes to your account profile at any time. To do so, select the Account Preferences option from the Navigation section of your screen. Make any desired changes to the Account Preferences – Profile screen shown and click the Save button. See example:

Michael

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Calendars
- School Information
- Account Preferences**

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:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Select Language	Select a Language ▾
New Username:	<input type="text"/>
Current Password:	•••••

Cancel Save

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## ***Account Setup Assistance***

If you have any difficulties with setting up your parent portal account, please contact:

***Tracy Antczak, Administrative Assistant - Guidance***  
***603-382-7131, ext. 4920***  
***[tracy.antczak@timberlane.net](mailto:tracy.antczak@timberlane.net)***