**Introduction**

Parent Portal Single Sign-On is a feature the Timberlane Regional School District is providing to parents, which enables you to setup your own Username and Password and manage your own personal Parent Portal account preferences. If you have more than one child enrolled in the school district, you will be able to view each child’s information without the need for having multiple accounts.

Parent Portal provides access for parents to view Grades (Middle School and High School only), view Attendance, contact teachers by email, set up Email Notifications, and view Teacher Comments for their students.

**Instructions for Creating a Parent Account**

Using any browser, go to address [https://timberlane.powerschool.com](https://timberlane.powerschool.com). You can also select the PowerSchool Parent Portal link located in the Parents section on of your school’s website. The Sign In screen will have a section at the bottom with the label “Create an Account”, as shown below:

![PowerSchool Sign In Screen]

Note: If you have students attending other schools within the Timberlane Regional School District and have previously set up a Parent Portal Account, please proceed to the **Link Students to Account** instructions to add new or additional student(s) to your Parent Portal.
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 provided to you by your school upon registration. If you do not have this information, please contact your school directly. Finally, select your relationship to the student from the list provided.

If you have additional children enrolled within the school district, 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:
You will now see the sign in screen, indicating that your new Parent Account has been created, as shown below:

![Parent Account Sign In](image)

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.)

![Create Parent Account](image)

**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:
Account Setup Assistance

If you have any difficulties with setting up your parent portal account, please contact your school directly.