

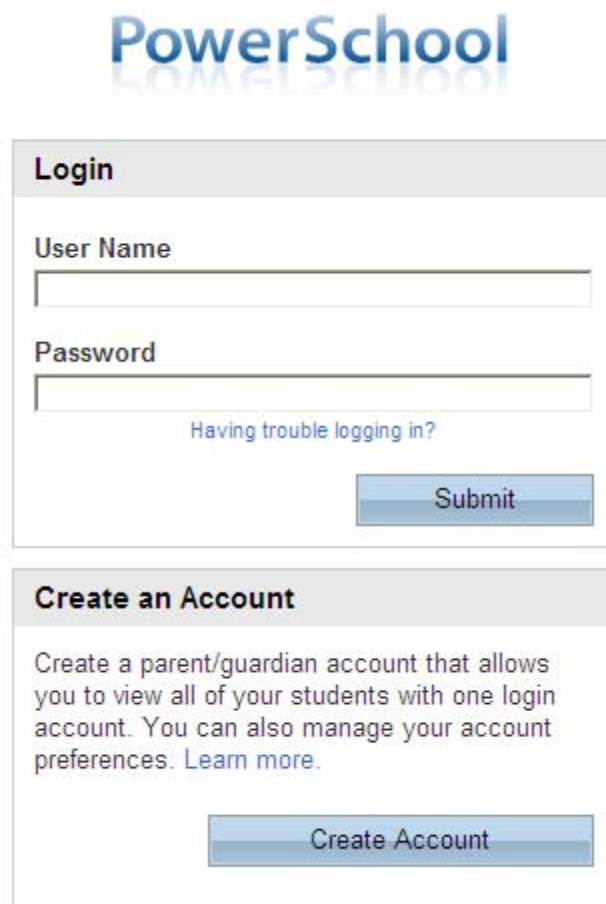
Start Here!

PowerSchool Parent Portal Instructions for Setting Up your Account

1. Launch a web browser (Internet Explorer, Safari or FireFox) and key this into the address bar:

<https://powerschool.whps.org/>

2. When this screen appears you must click on the blue button **Create Account** for the first time before you Login with a User Name and Password.



The image shows the PowerSchool Parent Portal interface. At the top, the "PowerSchool" logo is displayed in blue. Below the logo, there are two main sections. The first section is titled "Login" and contains two input fields: "User Name" and "Password". Below these fields is a link that says "Having trouble logging in?". A blue "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.](#)". A blue "Create Account" button is located at the bottom right of the create account section.

Click on **Create Account**

3. When this screen appears, key in the following under **Create Parent/Guardian Account**:

First Name: Your First Name

Last Name: Your Last Name

Email: The Email Address to which you wish to have Student Notifications and Correspondence sent

Desired User Name: The User Name you wish to use every time you log in
Do not use the character @ in your UserName.

Password: The Password you wish to use every time you log in
It must be at least 6 characters long.

Re-enter Password: Re-enter the Password you just keyed in.

Under **Link Students to Account**, enter the information found on the letter. On the first line, key in the name of your son or daughter followed by the **Access ID** and **Access Password**. Then, click on the dropdown under Relationship and choose your relationship to your child. If you have other children, repeat this step on the next line(s) with the information on the other letter(s).



Create Parent/Guardian Account				
First Name	<input type="text"/>			
Last Name	<input type="text"/>			
Email	<input type="text"/>			
Desired User Name	<input type="text"/>			
Password	<input type="text"/>	<input type="text"/>		
Re-enter Password	<input type="text"/>			
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"/>	<input type="text"/>	-- Choose ▼	
2.	<input type="text"/>	<input type="text"/>	-- Choose ▼	
3.	<input type="text"/>	<input type="text"/>	-- Choose ▼	
4.	<input type="text"/>	<input type="text"/>	-- Choose ▼	
5.	<input type="text"/>	<input type="text"/>	-- Choose ▼	
6.	<input type="text"/>	<input type="text"/>	-- Choose ▼	
7.	<input type="text"/>	<input type="text"/>	-- Choose ▼	
				<input type="button" value="enter"/>

When you have filled in this form click the blue button **enter**.

4. The Login screen will appear. Now you can key in the **User Name** and **Password** you created in **step 3**.



The image shows the PowerSchool login interface. At the top, the 'PowerSchool' logo is displayed in blue. Below the logo is a white box with a grey border containing the text: 'Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.' Below this is a 'Login' section with a grey header. It contains two input fields: 'User Name' and 'Password'. Below the password field is a blue link that says 'Having trouble logging in?'. At the bottom right of the login section is a blue 'Submit' button. At the bottom of the page is the Pearson logo and copyright information: 'PEARSON Copyright© 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com'.

If you get an error message you can try again or click on **Having trouble logging in?** When that screen appears, you need to key in the **email address** you entered in step 3 and the system will send you your username or security token to log back in and reset your password within 30 minutes.

If you don't get an error message, you have successfully created your account. You will not have to do steps 2 and 3 again. If you forgot to add one of your children now or need to add a child next year, you can do so in the Portal (see directions in PowerSchool Parent Portal Accessing Information, Account Preferences).

When you are finished viewing your child's information, it is important to remember to click on the blue Logout button.

