

# Setting up a Parent/Student Account for PowerSchool

## Step 1:

Open your browser to the PowerSchool Parent Portal:

<http://www.eurekausd.org> / Parents tab / PowerSchool-Student Grades (you can also go to the Student tab and select PowerSchool)

## Step 2:

Click on **Create Account**. *You can create multiple accounts (We recommend students create their own account)*

## Step 3:

To create an account, you will enter the following information:

- **Name** – Your first and last name
- **Desired User Name** – Your user name is your unique PowerSchool identity of your choosing.
  - We recommend students use their Google username
- **Password** – Your password must be at least 6 characters long (We recommend students use their Google password)
- **Student Access Information** – This is the old Access ID and Password you have used in the past to access PowerSchool. **The Access ID and Password are case sensitive**. If you do not already have this information, it can be acquired by contacting the school secretary.
- **Relationship** – Enter the appropriate option. Students can select “Other” at the bottom of the list.

Once you have created the account you then will be directed back to the login screen where you will log in using the **new login and password** that you just created.

After logging in you will see the main Parent Portal screen. Across the top you will see a separate tab for each child you have connected to your account. On the left navigation bar there are links providing information about grades, attendance, email notification, honor roll, demographic info.

Clicking on **Account Preferences** in the left navigation bar brings you to an Account Preferences - Profile screen. Here you can change your email, user name, or password.

## FAQ's:

- Question:** I cannot remember the Parent Log-In Username and/or Password that I created. Does the District have this information?

**Answer:** If you cannot remember either your username or your password, first click on the link on the log in page titled “Having trouble signing in”. If you still need assistance, the site office is able to see what you chose for a username. They will *not* be able to see your password, however they can **reset** your password. You will log in with the new password the site assigned, but then you will be asked immediately to change the password to one of your choice.
- Question:** Can my spouse and I each have our own Single Log-In for Parents accounts?

**Answer:** Yes. You can each create your own account independent of one another.
- Question:** Does this mean anyone can access my student's account?

**Answer:** No. Generally speaking, only parents/guardians will be given the student's private Access ID and Access Password, which is necessary to add a student to your account. There may be special circumstances whereby another person is requested by the student's parents or guardians to be allowed access to a student's information. **NOTE: The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.**
- Question:** Will my Username and Password on my Parent Account change each year?

**Answer:** No. The Parent Account will remain accessible through the Username and Password that the parent created. You may change your own Username or Password at anytime by choosing “Account Preferences” and selecting the editing tool.

## Link Students to Account