



## Power School Login Instructions

### St. Mary Catholic School

### November 10, 2014

#### How to Create a Parent Account

*Use this procedure to create a new parent account.* In order to create an account, you must have the Access ID and Password for at least one student enrolled in school. When creating the account, you will need the Access ID and password for each student you want to associate to your parent account. Your Student(s) Information is listed at the end of this document.

1. Open your Web browser (Chrome, Safari or Internet Explorer) to <https://ps.selcs.org> The Parent Sign In page appears.
2. Click **Create Account Tab**. Click **Create Account**. The Create Parent Account page appears.
3. Use the following table to enter information in the **Create Parent Account** section:

Field	Description
First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address. The email address you enter is used to send you select information, as well as account recovery notices and account changes confirmations.
Desired Username	Enter the username you would like to use when signing in to the PowerSchool Parent Portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name. Do not use your email address as your username.
Password	Enter the password you would like to use when signing in to the PowerSchool Parent Portal. Please use a complex password.
Re-Enter Password	Enter your password again exactly as you entered it in the above field.

4. Use the following table to enter information in **Link Students to Account** section:

Field	Description
Student Name	Enter the first and last name of the student you want to add to you account. <b>Note:</b> Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.
Access ID	Enter the unique access ID for the student. <b>Note:</b> Access ID for your student(s) is attached
Access Password	Enter the unique access password for the student. <b>Note:</b> Access Password for your student(s) is attached
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

5. Click **Enter**. The Parent Sign In page appears.
6. Use the parent account you just created to sign in for access to your student(s) records.

For help or issues creating your account, please contact our PowerSchool Help Team:  
[powerschool-help@stmarypinckney.org](mailto:powerschool-help@stmarypinckney.org)