

# SAU 6 School Districts Parent Portal Users Guide 2015-2016

Please read this important information so you can access your students PowerSchool information. During the summer we have installed the newest Version 7.0 to PowerSchool so parents/guardians will now have the ability to create an account that will allow you to access all your students from a SINGLE LOGIN. You will also be able to create your own User Names and Passwords.

You will need to go to:

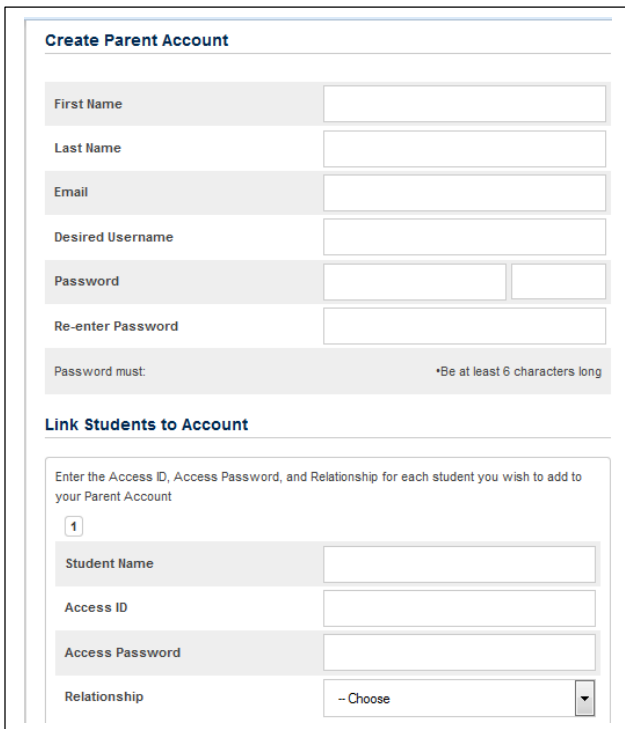
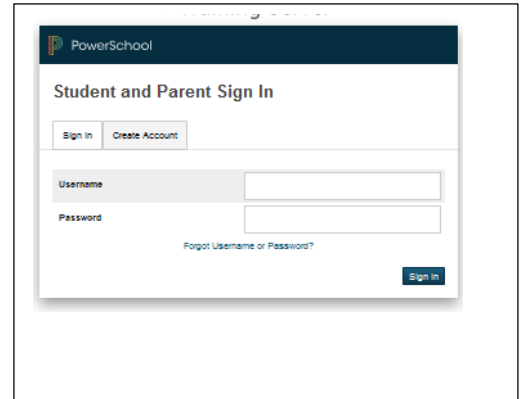
<http://ps.sau6.org:8080/public/home.html>

**PowerSchool Link bottom left side of web page Click on the Parent Login Link**

1. Click the tab that says Create Account button then create Account on the bottom right hand corner (EVERYONE HAS TO CREATE A NEW ACCOUNT, EVEN IF YOU HAVE ACCOUNTS FOR YOUR STUDENTS ALREADY)

**THIS IS A BRAND NEW USERNAME AND PASSWORD THAT YOU ARE CREATING FOR YOURSELF. DO NOT USE THE STUDENTS ACCESS ID AND ACCESS PASSWORD HERE, YOU'LL USE THAT BELOW UNDER THE LINK STUDENTS TO ACCOUNT SECTION WHEN YOU ENTER YOUR STUDENTS. MAKE NOTE OF THIS NEW USERNAME AND PASSWORD YOU CREATE, THIS IS HOW YOU WILL LOGIN FROM NOW ON.**

2. The screen below will appear



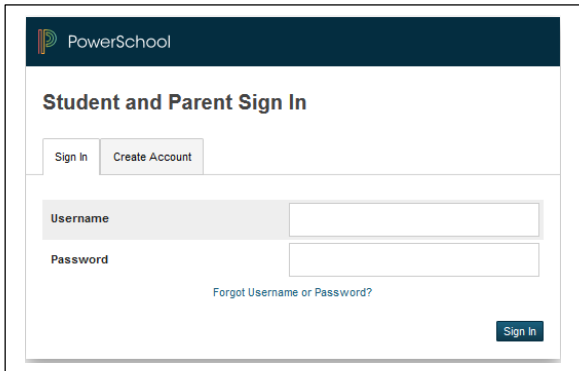
Enter parents first name, last name and E-Mail address – Parent/Guardians share the same e-mail address, you should

- User Name (No apostrophe's) and **lower case ONLY**.
- Password (No apostrophe's and it must be at least six characters) again, **lower case ONLY**.
- This is where you will setup access to ALL your students.
- Enter the Name of each Student you wish to associate with.
- Enter the Access ID and Access Password you were given on your letter from your child's school. It's the same username and password you've used in past years, so if you remember them you do not have to pick up another letter. **THIS IS NOT THE STUDENT'S SCHOOL NUMBER. Again, please enter the access id and access password as printed in the letters.**
- Select the relationship you are to the student.

**NOTE:** Should you enter something incorrectly, when you hit Enter, the Edit checks will catch the error; but unfortunately, also blank out many of the fields you have entered. You must re-enter the information in it's entirety before the record is created.

3. Click Enter when you have completed this link to all of your students.

4. Assuming you are successful, you will receive this message.



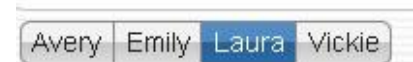
The screenshot shows the PowerSchool login interface. At the top, there is a dark blue header with the PowerSchool logo. Below the header, the title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" (selected) and "Create Account". The main form area contains two input fields: "Username" and "Password". Below the "Password" field, there is a link that says "Forgot Username or Password?". At the bottom right of the form, there is a "Sign In" button.

If Parent/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at a time.

After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your student family members.



- Select the appropriate name to change the page to that student's information.



## What if you forget your login information?

On the login page click on Forgot Username and Password?

### If you forgot your Password:

- Fill in your User Name
- Fill in your E-Mail Address
- Hit Enter

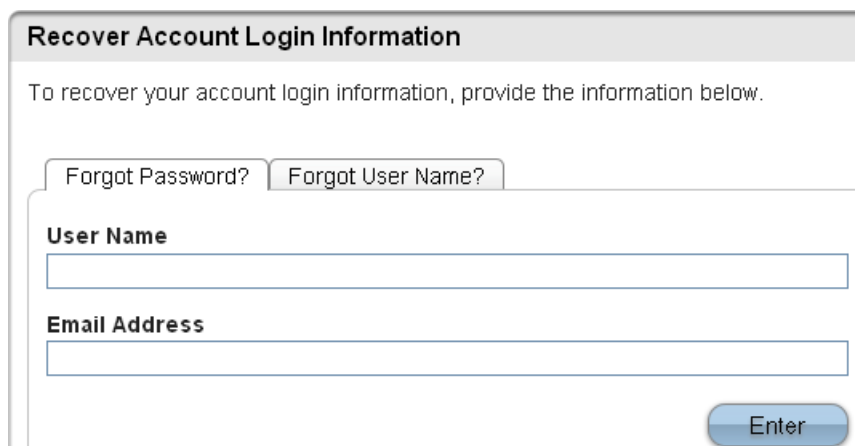
The system will authenticate your information and send you a Security Token with instructions on how to re-set your Password to the E-Mail address listed.

**It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to re-set the Password in that allotted time, you will need to repeat the process.**

### If you forgot your User Name:

- Click on the Forgot User Name tab
- Enter your E-Mail Address
- Hit Enter

The system will authenticate your information and send you an E-Mail listing your User Name.



The screenshot shows the "Recover Account Login Information" form. At the top, there is a title bar with the text "Recover Account Login Information". Below the title bar, there is a subtitle: "To recover your account login information, provide the information below." There are two tabs: "Forgot Password?" and "Forgot User Name?". The "Forgot User Name?" tab is selected. Below the tabs, there are two input fields: "User Name" and "Email Address". At the bottom right of the form, there is a blue "Enter" button.