

Westborough Public Schools PowerSchool Student and Parent Portal User Guide

PowerSchool 8.x
Student Information System

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Get Started

To get started, you must sign in to the PowerSchool Student and Parent portal.

Sign In to the PowerSchool Student and Parent Portal

Before you can sign in to the PowerSchool Student and Parent portal, you will need your school's PowerSchool Student and Parent portal URL, your username, and your password. If you do not have this information or have questions, contact your school.

<https://ps.westboroughk12.org/public>

Note: Do not use someone else's password or give your password to anyone else.

How to Sign In to the PowerSchool Student and Parent Portal

1. Open your Web browser to your school's PowerSchool Student and Parent portal URL. The Student and Parent Sign In page appears.

Note: If the Parent and Student Sign In page does not automatically appear, click the **Sign In** tab.

2. Use the following table to enter information in the fields:

Field	Description
Select Language	Choose the language in which you want to view the PowerSchool Student and Parent portal from the pop-up menu. Note: If no more than one locale is configured, the pop-up menu does not appear.
Username	Enter your username.
Password	Enter your password. The characters appear as asterisks (*) to ensure greater security when you sign in. If you have forgotten your username or password, you can click Having trouble signing in? For more information, see <i>How to Recover Your Username</i> or <i>How to Recover Your Password</i> .

3. Click **Sign In**. The start page appears. For more information, see *PowerSchool Student and Parent Portal Start Page*.

Notes:

- If your PowerSchool administrator has issued you a temporary password, you may be asked to reset your password upon first signing in. For more information, see *How to Reset Your Password*.

- If your password has expired, you may be asked to reset your password. For more information, see *How to Reset Your Password*.
- If you have exceeded the number of sign in attempts allowed, you may become locked out of PowerSchool. If so, contact your school.

Reset Your Password

If your PowerSchool administrator has issued you a temporary password or if your password has expired, use this procedure to reset your password.

Note: This procedure is only available if parent single sign-on is enabled. For more information, see *Parent Access Management*.

How to Reset Your Password

1. Sign in to the PowerSchool Student and Parent portal. The Change Your Password page appears.
2. Use the following table to enter information in the fields:

Field	Description
Current Password	Enter your current password.
New Password	Enter a new password. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements. Note: It is important to select a new password that you will remember. If you forget it, you cannot sign in to the PowerSchool Student and Parent portal without help from your PowerSchool administrator. It is not recommended that you write down your password because an unauthorized user could find it and gain access to PowerSchool. Try to commit your password to memory.
Re-Enter New Password	Enter your new password again exactly as you entered it in the above field.

3. Click **Enter**. The start page appears. For more information, see *PowerSchool Student and Parent Portal Start Page*.

Note: If one of the following messages appears, re-enter your password accordingly:

- Current password is not correct.
- New password must be at least [number] characters long.
- New password must contain at least one uppercase and one lowercase letter.
- New password must contain at least one letter and one number.
- New password must contain at least one special character.
- The verification password you enter must match the new password.

- The password entered was previously used. Please enter a new password.

The next time you sign in to the PowerSchool Student and Parent portal, use your new password.

Recover Your Password

If you have forgotten your PowerSchool Student and Parent portal password, you will be unable to sign in to the PowerSchool Student and Parent portal. Use this procedure to recover your password. Once you provide your user name and email address, the system authenticates your information and sends a security token to your email address. Using the security token, you can then sign in to the PowerSchool Student and Parent portal, where you will then be required to change your password. For more information, see *How to Reset Your Password*.

Note: The security token is only valid for 30 minutes. If it expires before you can reset your password, perform the *How to Recover Your Password* again.

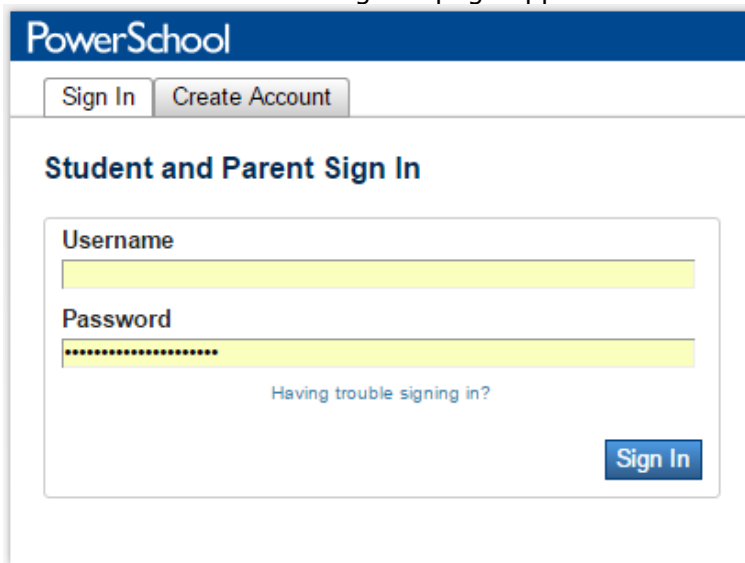
Note: This procedure is only available if parent single sign-on is enabled. For more information, see *Parent Access Management*.

How to Recover Your Password

1. Open your Web browser to your school's PowerSchool Student and Parent portal URL.

<https://ps.westboroughk12.org/public>

The Student and Parent Sign In page appears.



PowerSchool

Sign In Create Account

Student and Parent Sign In

Username

Password

Having trouble signing in?

Sign In

Note: If the Parent and Student Sign In page does not automatically appear, click the **Sign In** tab.

2. Click **Having trouble signing in?** The Recover Account Sign In Information page appears.
3. Click the **Forgot Password?** tab, if needed.
4. Use the following table to enter information in the fields:

Field	Description
Username	Enter your username.
Email Address	Enter your email address.

5. Click **Enter**. A confirmation message appears indicating an email has been sent to you with instructions for resetting your password.
6. Once you have received the email, open the email.
7. Click the link in the email. The Recover Password page appears.
8. Use the following table to enter information in the fields:

Field	Description
Username	Enter your username.

Field	Description
New Password	<p>Enter a new password. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements.</p> <p>Note: It is important to select a new password that you will remember. If you forget it, you cannot sign in to the PowerSchool Student and Parent portal without help from your PowerSchool administrator. It is not recommended that you write down your password because an unauthorized user could find it and gain access to PowerSchool. Try to commit your password to memory.</p>
Confirm New Password	<p>Enter your new password again exactly as you entered it in the above field.</p>

9. Click **Enter**. The start page appears. For more information, see *PowerSchool Student and Parent Portal Start Page*.

Recover Your Username

If you have forgotten your PowerSchool Student and Parent portal username, you will be unable to sign in to the PowerSchool Student and Parent portal. Use this procedure to recover your current username. Once you provide your email address, your current user name will be sent to your email.

Note: This procedure is only available if parent single sign-on security is enabled. For more information, see *Parent Access Management*.

How to Recover Your Username

1. Open your Web browser to your school's PowerSchool Student and Parent portal URL. The Student and Parent Sign In page appears.

Note: If the Parent and Student Sign In page does not automatically appear, click the **Sign In** tab.

2. Click **Having trouble signing in?** The Recover Account Sign In Information page appears.
3. Click the **Forgot Username?** tab.
4. Enter your email address in the first field.
5. Click **Enter**. A confirmation message appears indicating an email has been sent to you with your current username.

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. If you do not have this information or have questions, contact your school.

Note: This procedure is only available if parent single sign-on is enabled. For more information, see *Parent Access Management*.

How to Create a Parent Account

1. Open your Web browser to your school's PowerSchool Student and Parent portal URL. The Student and Parent Sign In page appears.
2. Click the **Create Account** tab. The Create Account page appears.
3. Click **Create Account**. The Create Parent Account page appears.
4. 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. For more information, see <i>Email Notifications</i> .
Desired Username	Enter the username you would like to use when signing in to the PowerSchool Student and 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.
Password	Enter the password you would like to use when signing in to the PowerSchool Student and Parent portal. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements.
Re-Enter Password	Enter your password again exactly as you entered it in the above field.

5. 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.

Field	Description
	Note: 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. Note: If you do not have this information, contact your school.
Access Password	Enter the unique access password for the student. Note: If you do not have this information, contact your school.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

- Click **Enter**. The Parent Sign In page appears. To continue, see *How to Sign In to the PowerSchool Student and Parent Portal*.

Note: If one of the following messages appears, re-enter your password accordingly:

- Current password is not correct.
- New password must be at least [number] characters long.
- New password must contain at least one uppercase and one lowercase letter.
- New password must contain at least one letter and one number.
- New password must contain at least one special character.
- The verification password you enter must match the new password.
- The password entered was previously used. Please enter a new password.

The next time you sign in to the PowerSchool Student and Parent portal, use your new password.

Session Timeout

If you are not actively working in the PowerSchool Student and Parent portal, your session may time out. If so, you need to sign in again.

Note: In order to reload/restore the last page you were viewing/using, you must be using the same computer, same HTML5-compatible browser, and same portal. Additionally, if another user signs in after your session has timed out, your previous session cannot be reloaded/restored.

How to Sign In After Session Times Out

- If the You have been signed out. Return to Sign In Page. pop-up appears, click **Sign In Page**.
- Sign in**. Depending on what page of the PowerSchool Student and Parent portal you were last using, one of the following pop-ups appear:

- Reload Last Page - Your session timed out due to inactivity. Would you like to restore your previous session and reload the last page you were viewing?
- Restore Selections(s), School and Term - Your session timed out due to inactivity. Would you like to restore your previous session and return to the last used school, term, student and/or teacher selection?

3. Do one of the following:

- Click **Yes** to reload/restore the last page you were viewing/using.
- Click **No** to sign in and access the start page.

PowerSchool Student and Parent Portal Start Page

When you sign in to the PowerSchool Student and Parent portal, the start page appears. This page serves as the central point from which you begin your PowerSchool Student and Parent portal session. The start page consists of the following main areas:

- Header
- Navigation toolbar
- Navigation menu

Header

The header appears at the top of the PowerSchool Student and Parent portal. The header includes the following information:

Field	Description
PowerSchool	Click to return to the start page from anywhere within the application.
Welcome, [Your Name]	The first and last name of the person signed in. Your name should appear. If it does not, contact your school's PowerSchool administrator. In an effort to ensure that your account is secure and your information protected, the date and time of the last time you signed in appears when you hover over your name. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school.
Help	Click to access the PowerSchool Student and Parent portal online help. Assistance is just a click away!
Sign Out	Click to sign out of the PowerSchool Student and Parent portal. For more information, see <i>Quit the PowerSchool Student and Parent Portal</i> .

Navigation Toolbar

The navigation toolbar appears at the top of the start page, and is common to every page in the application. The navigation toolbar includes the following information:

Field	Description
[Student Tabs]	<p>The first names of the students associated to your parent account appear in alphabetical order. Click the name of the student for whom you want to view information. The page refreshes and display information for the selected student. For more information, see <i>Account Preferences</i>.</p> <p>If you click the name of a student and the message "Student information is not available at this time." appears, contact your school's PowerSchool administrator.</p> <p>Note: These tabs only appear if parent single sign-on security is enabled. For more information, see <i>Parent Access Management</i>.</p>
[Applications Button]	<ol style="list-style-type: none"> 1. Click the button (an upward-right arrow). The Applications drawer slides into view. 2. Click the Application link you want to launch. The application launches in a separate window (or tab depending on your browser settings). <p>Note: The window that appears is not served by PowerSchool. It is rendered from a separate server. If the window does not launch, contact your school's PowerSchool administrator</p> <p>Note: If you are not actively working in the PowerSchool Student and Parent portal, your session may time out. If so, you need to sign in again.</p> <ol style="list-style-type: none"> 3. When you are finished working in the application, be sure to sign out of the application. 4. When you are finished working in the PowerSchool Student and Parent portal, be sure to sign out of the PowerSchool Student and Parent portal. <p>Note: This button only appears if a plugin has been installed and enabled and you have been granted access to the plugin.</p>
[MyData Button]	<p>Click to download your students' data, including grades and attendance, in an XML-formatted file that you can store on your computer and use it in other applications, providing a comprehensive view of your students' learning profile throughout the students' educational career. The MyData button is a joint project between the Office of Educational Technology and the White House Office of Science and Technology Policy that, among other goals, allows access to student data in order to create a personal learning profile that is easily portable.</p> <p>Note: This button may not appear if the school has not enabled it.</p>

Field	Description
[Notifications Button]	Click the exclamation point to access the Notifications pop-up. The Password Security section displays the date and time of the last time you signed in appears when you hover over your name. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school.
[Printer Button]	Click to print a printer-friendly version of the page you are viewing. Additionally, the page includes the name of the selected student and the school and school district for that student.

Navigation Menu

The navigation menu serves as the central point from which to navigate the pages of the PowerSchool Patent Portal. The navigation menu includes the following links:

Field	Description
Grades and Attendance	Click to view student grades and attendance for the current term. For more information, see <i>Grades and Attendance</i> .
Test Results	Click to view student test results for the current term. For more information, see <i>Test Results</i> .
Grades History	Click to view student grades for the previous term. For more information, see <i>Grades History</i> .
Attendance History	Click to view attendance history for the current term. For more information, see <i>Attendance History</i> .
Email Notification	Click to set the e-mail notifications you can receive on a regular basis. For more information, see <i>Email Notifications</i> .
Teacher Comments	Click to view any teacher comments. For more information, see <i>Teacher Comments</i> .
School Bulletin	Click to view the current school bulletin. For more information, see <i>School Bulletins</i> . Note: School Bulletin only appears if School Bulletin is enabled.
Class Registration	Click to register for classes and view course requests. For more information, see <i>Class Registration</i> .
Balance	Click to view the current lunch balance and fee transactions. For more information, see <i>Balances</i> . Note: Balance only appears if Lunch Balance is enabled.
My Calendars	Click to subscribe to specific homework and event calendars. For more information, see <i>My Calendars</i> .
My Schedule	Click to view student schedule. For more information, see <i>My</i>

Field	Description
	<i>Schedule.</i>
School Information	Click to view school address and contact numbers, and download a school map if available. For more information, see <i>School Information</i> .
Account Preferences	Click to manage your PowerSchool Student and Parent portal account preferences. For more information, see <i>Account Preferences</i> .
Pearson Digital Learning Platforms	Click to launch Pearson Digital Learning Platforms. For more information, see <i>Pearson Digital Learning Platforms</i> .
Schoolnet	Click to launch Schoolnet. For more information, see <i>Schoolnet</i> .
Your District Code	<p>A four-digit code appears. Enter this code in the PowerSchool Parent or the PowerSchool Student mobile apps to allow you to sign in to your district.</p> <p>Note: This code appears if the PowerSchool server is registered with the mobile service server. If the server is not registered, this field does not appear.</p>

Quit the PowerSchool Student and Parent Portal

When finished working in the PowerSchool Student and Parent Portal, it is important to sign out of the application.

Sign Out of the PowerSchool Student and Parent Portal

You can sign out of the PowerSchool Student and Parent portal from any page in the application.

Note: If you are not actively working in the PowerSchool Student and Parent portal, your session may time out. If so, you need to **sign in** again.

How to Sign Out of the PowerSchool Student and Parent Portal

Click **Sign Out** in the header. The Sign In page appears. You must enter your username and password again to redisplay the start page.