

Parent Portal Single Sign-On

The following is a walkthrough of what parents will be required to do when the single sign-on is activated for the Parent Portal.

Here's the new login page that parents will see that has a few new options. Parents will have to create a new account the first time they visit the Parent Portal after NSG enables single sign-on for our district. The old ID and password will get rejected. You'll need to start by clicking the Create Account button. Parents or guardians can also create multiple accounts which is helpful for those separated who may want their own account and be able to control their own email settings. The student account logins will work as they always have and students will not have to create new accounts. They simply enter the ID and password that they have been given.

PowerSchool

Login

User Name

Password

[Having trouble logging in?](#)

Create an Account

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.](#)

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On the next screen you, the parent or guardian, will need to enter your name, email address—which is required, choose a username, and set a password. Your email address is used to alert you of any changes to your account and also to send username reminders or links to be able to reset your password if you forget it. The Access ID and Access Password boxes are the most important and this is where you will enter the ID and password that you used previously to login into the Parent Portal. (The Access ID is

your old User Name and the Access Password is your old Password.) You can add each of your students that attend the district by using the separate rows.

PowerSchool

Create Parent/Guardian Account

First Name	<input type="text" value="Chad"/>
Last Name	<input type="text" value="Rust"/>
Email	<input type="text" value="rust@owosso.k12.mi.us"/>
Desired User Name	<input type="text" value="rustchad"/>
Password	<input type="password" value="....."/> <input type="checkbox"/> Strong
Re-enter Password	<input type="password" value="....."/>

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
<input type="text" value="Elizabeth"/>	<input type="text" value="PAbel"/>	<input type="password" value="...."/>	<input type="text" value="Other"/>
<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose

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PowerSchool

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

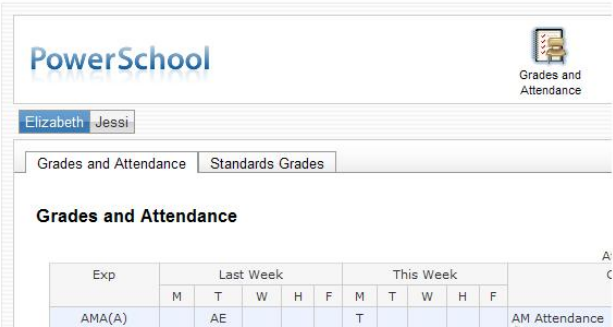
Login

User Name	<input type="text"/>
Password	<input type="password"/>
Having trouble logging in?	
<input type="button" value="Submit"/>	

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If you entered the information without any errors then you will be returned to the login page with a notice that your account was created successfully.

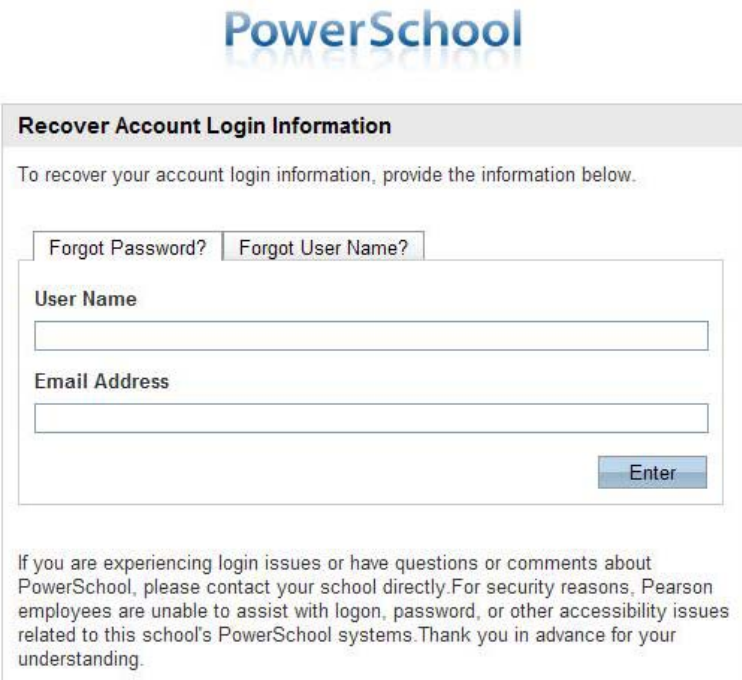
Here you will need to enter the new username and password that was entered on the previous screen and click submit. The parent portal looks very similar to the way it had before. There is an Account Preferences option that allows the user to edit their information and also add additional students.



The screenshot shows the PowerSchool interface. At the top left is the PowerSchool logo. To the right is a 'Grades and Attendance' icon. Below the logo is a user selection dropdown showing 'Elizabeth Jessi'. There are two tabs: 'Grades and Attendance' (selected) and 'Standards Grades'. Below the tabs is the heading 'Grades and Attendance'. A table displays attendance data for 'AMA(A)'. The table has columns for 'Exp', 'Last Week' (M, T, W, H, F), 'This Week' (M, T, W, H, F), and 'AM Attendance'. The data row shows 'AE' for Tuesday of last week and 'T' for Tuesday of this week.

Exp	Last Week					This Week					AM Attendance
	M	T	W	H	F	M	T	W	H	F	
AMA(A)		AE					T				AM Attendance

Your student(s) names that were added to their account will be displayed in blue below the PowerSchool logo. You click the name of the student that you'd like to change to, to review their grades, attendance, and other information.



The screenshot shows the 'Recover Account Login Information' form. It features the PowerSchool logo at the top. Below the logo is the heading 'Recover Account Login Information'. A message states: 'To recover your account login information, provide the information below.' There are two tabs: 'Forgot Password?' (selected) and 'Forgot User Name?'. Below the tabs are two input fields: 'User Name' and 'Email Address'. An 'Enter' button is located at the bottom right of the form. Below the form is a disclaimer: 'If you are experiencing login issues or have questions or comments about PowerSchool, please contact your school directly. For security reasons, Pearson employees are unable to assist with logon, password, or other accessibility issues related to this school's PowerSchool systems. Thank you in advance for your understanding.'

If a parent forgets their username or password they can be sent a reminder for their user name to the email address for the account, or sent a link to a page to reset their password. Both of these are available by clicking "Having trouble logging in?" found under the password box.