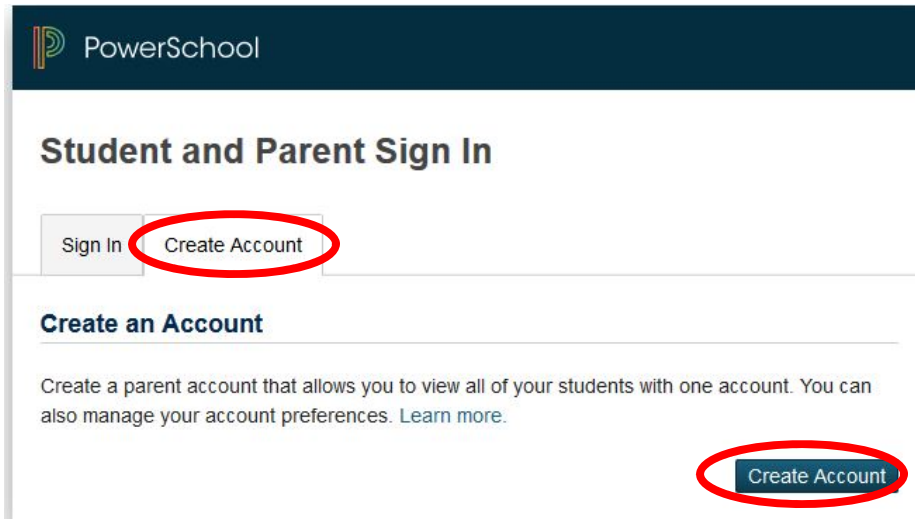


## How to Create a PowerSchool Account A Guide for Parents & Guardians

Step 1. You will need your parent Access ID and Parent Access password to complete this process. Please see enclosed letter.

Step 2. On any internet browser, go to [www.newlondon.org](http://www.newlondon.org). Go to the “For Parents” section and choose “Powerschool Parent Portal”

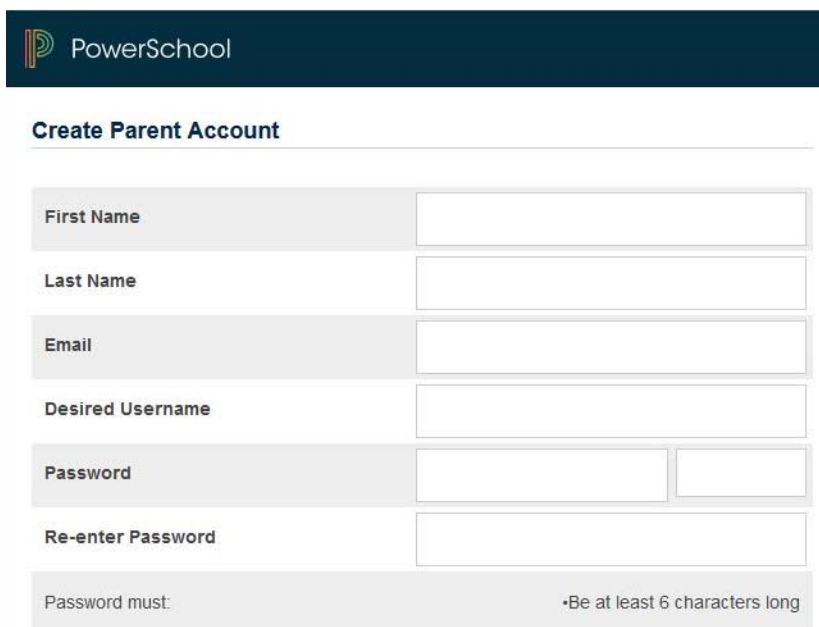
Step 3. Click Create Account Tab, then Click the Blue Create Account button



The screenshot shows the PowerSchool website's sign-in page. At the top, there is a dark blue header with the PowerSchool logo. Below the header, the main heading is "Student and Parent Sign In". Underneath this heading, there are two buttons: "Sign In" and "Create Account". The "Create Account" button is circled in red. Below the buttons, there is a section titled "Create an Account" with a horizontal line. Under this section, there is a paragraph of text: "Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)". At the bottom right of this section, there is a blue button labeled "Create Account", which is also circled in red.

Step 4. Enter your desired username and password (write this down)

This is a unique username and password for only your account.



The screenshot shows the "Create Parent Account" form on the PowerSchool website. At the top, there is a dark blue header with the PowerSchool logo. Below the header, the main heading is "Create Parent Account". The form consists of several input fields: "First Name", "Last Name", "Email", "Desired Username", "Password" (with a separate field for password confirmation), and "Re-enter Password". At the bottom of the form, there is a section titled "Password must:" with a requirement: "•Be at least 6 characters long".

### Step 5. Link your Students to your Parent Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

<b>Student Name</b>	<input type="text"/>
<b>Access ID</b>	<input type="text"/>
<b>Access Password</b>	<input type="text"/>
<b>Relationship</b>	-- Choose <input type="button" value="v"/>

Step 6. This is where you will need to enter the Parent ACCESS ID and Parent ACCESS password you were given in the previous letter. This ID and password will link you to your student(s) listed above.

Access Keys	
Enable Parent Access	<input checked="" type="checkbox"/>
Access ID	<input type="text" value="ag1parent1"/>
Access Password	<input type="text" value="parent"/>

Please note: Parents are able to add multiple students to one account.

Once all ACCESS ID's and Passwords have been entered for each student scroll to the bottom of the page and click ENTER to complete the process.

You will now be able to go to the Powerschool Parent Portal and sign in using your NEW username and password that you just created.

For all issues and questions with Powerschool accounts please email:

[PSHELPDESK@newlondon.org](mailto:PSHELPDESK@newlondon.org)

