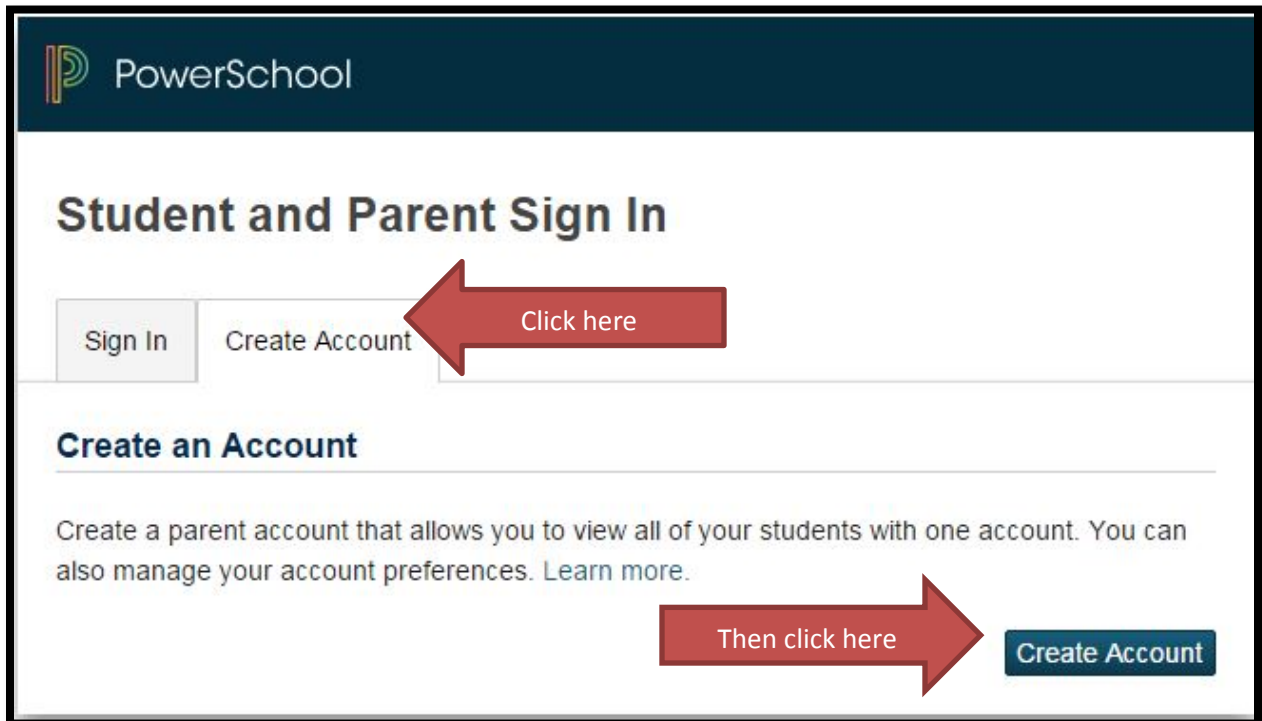




Parent Portal is available for grades 3 through 12. Access forms were handed out at your student's open house. If you did not get one, they are available at the school office where your student/s attends. Please take a photo ID with you.

Please use the following directions to access your student's Parent Portal. There is an added capability this year. Parents/Guardians can now access ALL your students from the same login, and you will be guided through creating your own username and password.

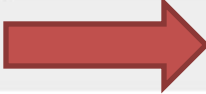
Please go to the following URL: <https://powerschool.pcva.us/public/home.html> which will bring up the following screen. Please click on Create Account tab and Create Account button in the order shown below.



The following screen will appear:

**PowerSchool**

### Create Parent Account

|                          |  |
|--------------------------|--|
| <b>First Name</b>        | <input type="text" value="Enter parent's first name"/>   |
| <b>Last Name</b>         | <input type="text" value="Enter parent's last name"/>  |
| <b>Email</b>             | <input type="text" value="Enter parent's email address"/>  |
| <b>Desired Username</b>  | <input type="text" value="Enter desired username to access account"/>  |
| <b>Password</b>          | <input type="password" value="Enter desired password"/> <input type="password"/>   |
| <b>Re-enter Password</b> | <input type="password" value="Re-enter desired password"/>   |
| <b>Password must:</b>    |  <b>•Be at least 6 characters long</b> |

- When entering a username (remember this is the username you will type in each time you access your account)
- When entering your desired password; **MUST BE AT LEAST 6 CHARACTERS LONG** (Please remember this password as you will need it each time you access your account)

**Please keep your password and usernames confidential so only you can access the information.**

On the same screen where you just entered your information, there is access to enter additional students. If you are linking more than 1 student you will need an access form for each student from the school they attend.

### Link Students to 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>    | Enter your student's name                     |
| <b>Access ID</b>       | Enter Access ID from the student's form       |
| <b>Access Password</b> | Enter Access Password from the student's form |
| <b>Relationship</b>    | Choose your relationship to the student       |

2

|                        |                          |
|------------------------|--------------------------|
| <b>Student Name</b>    | <input type="text"/>     |
| <b>Access ID</b>       | <input type="text"/>     |
| <b>Access Password</b> | <input type="password"/> |
| <b>Relationship</b>    | -- Choose ▼              |

If everything was entered correctly (ex: access id or access password), this will create your account for each student.