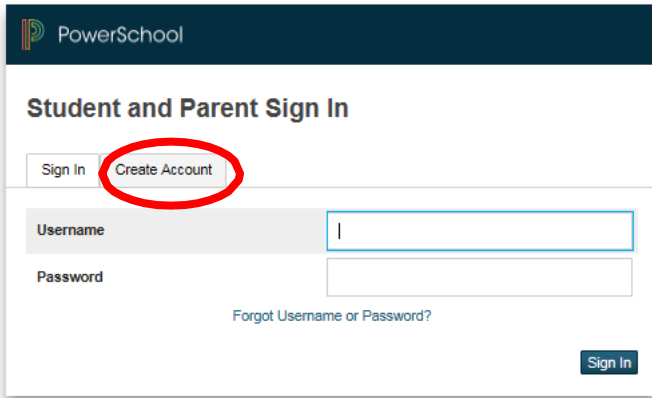


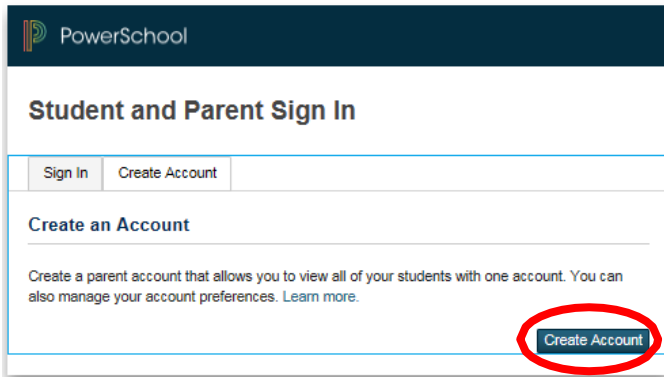
# POWERSCHOOL PARENT PORTAL SETUP AND ACCESS INSTRUCTIONS

- 1) Open an internet browser on your computer and enter [burwell.powerschool.com](http://burwell.powerschool.com) in the address bar.
- 2) Click on the **Create Account** tab:



The screenshot shows the PowerSchool login page. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". The "Create Account" tab is circled in red. Below the tabs are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right.

- 3) Click on the **Create Account** button at the bottom of the box:



The screenshot shows the "Create an Account" page. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". Below the tabs is the heading "Create an Account". The text below reads: "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.](#)" A "Create Account" button is at the bottom right, circled in red.

- 4) Create the Parent Account. Type in your **First Name**, **Last Name** and **Email Address** in the fields provided. Create a **Username** and **Password** of your choice. **The password must be at least 7 characters long.** You and your student will have separate passwords. It is advisable that you keep your username and password secure and not share it with anyone else.

The screenshot shows the 'Create Parent Account' form in the PowerSchool system. The form is titled 'Create Parent Account' and has a sub-section 'Parent Account Details'. It contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. A red arrow points to the 'Password' field with the text 'Password must be at least 7 characters long'. At the bottom of the form, there is a note: 'Password must: \*Be at least 7 characters long'.

← Password must be at least 7 characters long

- 5) Link students to account. Enter your child's first and last name in the **Student Name** field. In the **Access ID** field, enter your **Confidential ID** and your **Password**, which was provided to you in the letter from the school.

Select the **Relationship** that you have to the student from the drop down menu. Repeat this process in the subsequent fields on this screen to add other students to your parent account.

The screenshot shows the 'Link Students to Account' form. It has a title 'Link Students to Account' and a sub-section 'Link Students to Account'. Below the title, there is a note: 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. The form contains two sets of input fields, numbered 1 and 2. Each set includes: 'Student Name', 'Access ID', 'Access Password', and 'Relationship' (a dropdown menu with '-- Choose' selected). A red arrow points to the 'Access ID' field with the text 'Enter "Your Confidential ID" from the school letter'. Another red arrow points to the 'Access Password' field with the text 'Enter "Your Password" from the school letter'.

← Enter "Your Confidential ID" from the school letter

← Enter "Your Password" from the school letter

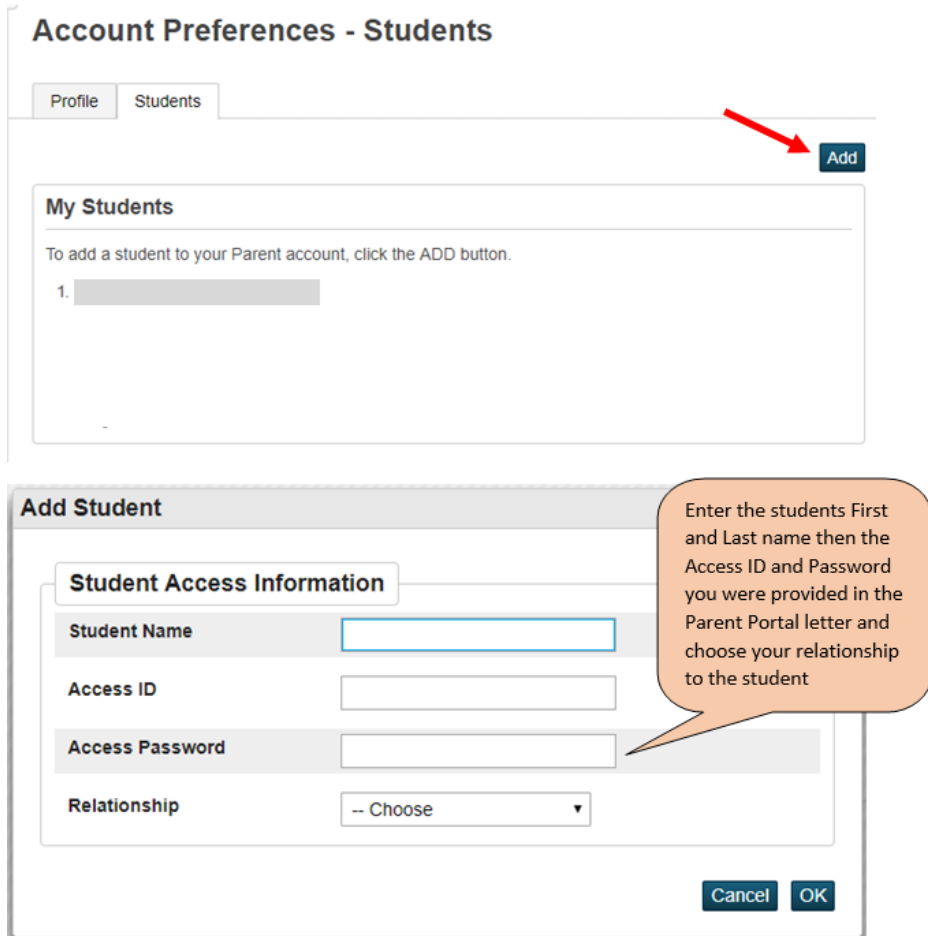
- 6) Click Enter and you should see a message indicating that your account was created.

7) If you already have a PowerSchool account, you can add your new student to that account.

a) Sign in to your current account

b) Go to Account Settings  Account Preferences

c) Select the Students tab and Add, then enter the information you were provided



**Account Preferences - Students**

Profile Students **Add**

**My Students**

To add a student to your Parent account, click the ADD button.

1.

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**Add Student**

**Student Access Information**

Student Name

Access ID

Access Password

Relationship

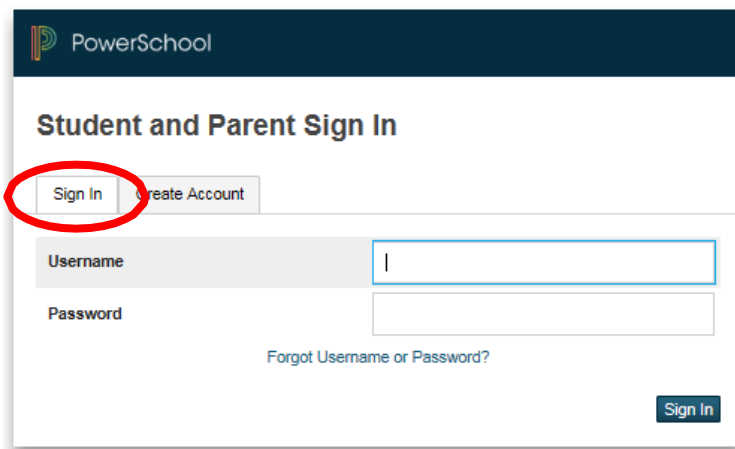
**Cancel** **OK**

Enter the students First and Last name then the Access ID and Password you were provided in the Parent Portal letter and choose your relationship to the student

**To view your child's academic progress and attendance in Powerschool:**

**A) From your computer:**

- 1) Return to burwell.powerschool.com
- 2) Under the **Sign In** tab, enter the **Username** and **Password** that you created in Step 4, above, and click on **Sign In**.



The screenshot shows the PowerSchool login interface. At the top, the PowerSchool logo is visible. Below it, the heading "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" (which is circled in red) and "Create Account". Below the tabs are two input fields: "Username" and "Password". A link for "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form.

**B) From your mobile device:**

- 1) Download the appropriate app for your iOS device (iPad, iPhone) or Android device (Smartphones by Motorola, HTC, Samsung and Sony).
- 2) When prompted, enter the access code **QLQQ** and your **Username** and **Password** to complete the setup.