

Creating your Single Sign-On Account for the PowerSchool Parent Portal

1. Go to the district website www.hatboro-horsham.org
2. On the left hand side of the district homepage, under Shortcuts, click on PowerSchool Parent Access
3. Click on Create Account as shown below:

The screenshot shows the PowerSchool Parent Portal interface. At the top, the "PowerSchool" logo is displayed. Below the logo, there are two main sections: "Login" and "Create an Account".

The "Login" section contains a "User Name" input field, a "Password" input field, a "Having trouble logging in?" link, and a "Submit" button.

The "Create an Account" section contains a paragraph of text: "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.](#)" and a "Create Account" button. A red arrow points from the text "More information on creating an account." to the "Learn more." link. Another red arrow points from the text "CLICK HERE to create your account." to the "Create Account" button.

At the bottom of the page, there is a "PEARSON" logo and copyright information: "Copyright© 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com"

4. A window will appear for you to create your new account. You will need to fill in the top portion of the window with your Name, e-mail address, and the User Name and Password you would like to create. On the bottom portion of the screen, you will need to enter the name of your student(s) with the User Name (Access ID) and User Password (Access Password) given to you in the letter sent home informing you of the new Single Sign-On Parent Access. You will also need to fill in your relationship to the student from the drop down menu. Click the “Enter” button when you have completed entering all your 6th – 12th grade students.

PowerSchool

Create Parent/Guardian Account

First Name	<input type="text" value="Parent"/>	First name of person creating account.
Last Name	<input type="text" value="Parent Last Name"/>	Last name of person creating account.
Email	<input type="text" value="Parent@aol.com"/>	E-mail address of person creating account.
Desired User Name	<input type="text" value="plastname"/>	User Name the person creating this account would like to have.
Password	<input type="password" value="*****"/>	Please choose the password you would like to use for this account.
Re-enter Password	<input type="password" value="*****"/>	Re-type the password of your choosing.

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
1. <input type="text" value="Son"/>	<input type="text" value="zson1"/>	<input type="password" value="*****"/>	Mother, natural/adoptive ▾
2. <input type="text" value="Daughter"/>	<input type="text" value="zdaughter"/>	<input type="password" value="*****"/>	Mother, natural/adoptive ▾
3. <input type="text" value="Son"/>	<input type="text" value="zson2"/>	<input type="password" value="*****"/>	Mother, natural/adoptive ▾
4. <input type="text"/>	<input type="text"/>	<input type="password"/>	- Choose ▾
5. <input type="text"/>	<input type="text"/>	<input type="password"/>	- Choose ▾
6. <input type="text"/>	<input type="text"/>	<input type="password"/>	- Choose ▾
7. <input type="text"/>	<input type="text"/>	<input type="password"/>	- Choose ▾

Type in the first and last name of your students in grades 6th through 12th.

Type in your Parent Access User Name for your student as indicated in the letter you recieved in the mail.

Type in your Parent Access password for your student as indicated in the letter you recieved in the mail.

Please select your relationship to this student from the drop down menu.

When you are finished entering all the information, please click on the Enter button.

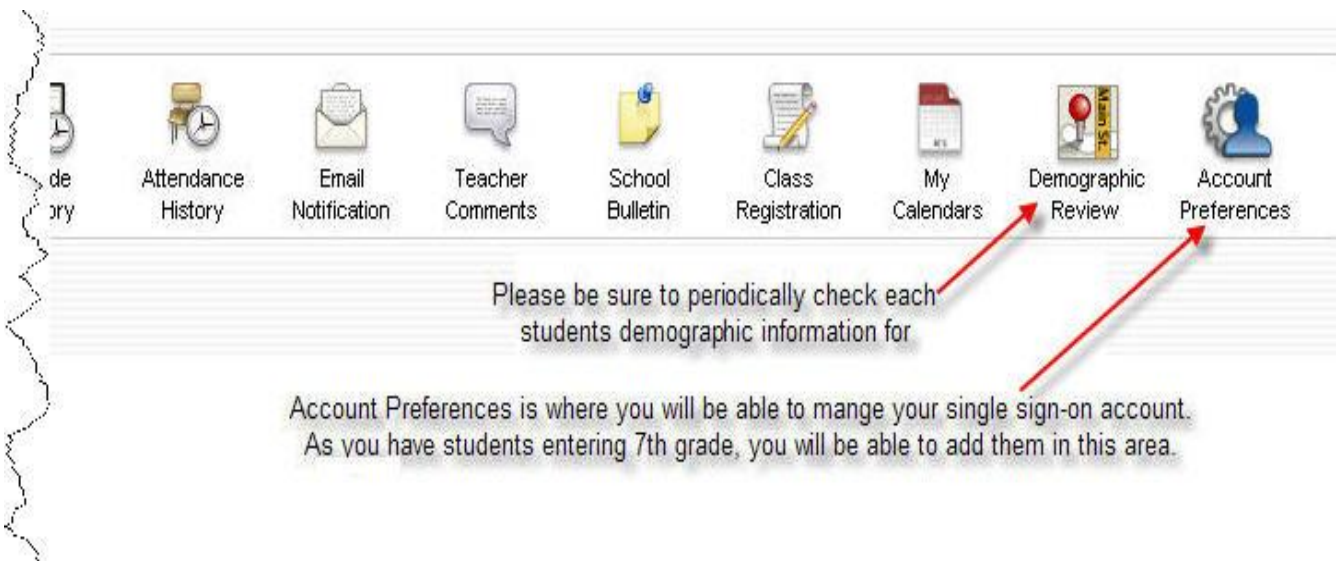
5. Once you have created your new account, you will now see your student(s) listed just under the PowerSchool logo in the Parent Portal as seen below:



Each of your students will have a tab in which you can view their individual information. The student you are currently viewing will be highlighted.

To view your individual student's information, just click on their name tab.

6. You can view your account information any time by clicking on the Account Preferences icon on the top toolbar as indicated below. (If you ever need to add additional students to your account, you can add them under Account Preferences as well.)

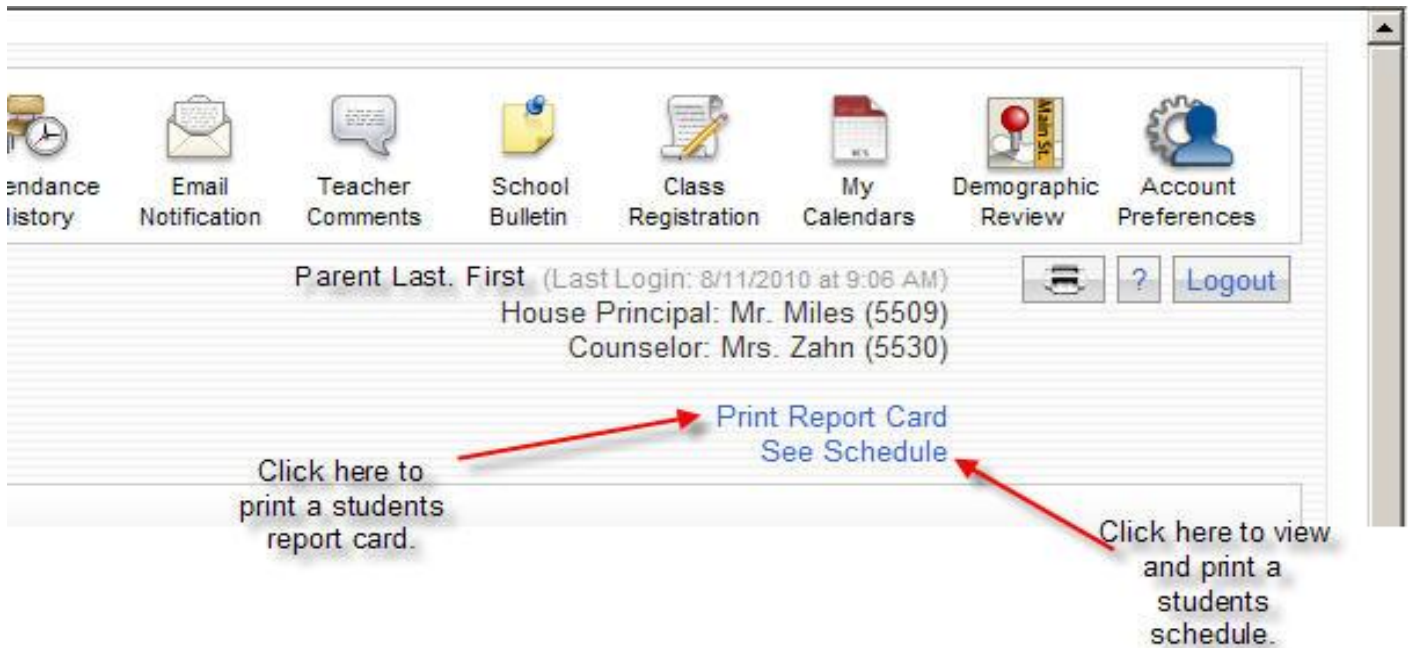


Please be sure to periodically check each students demographic information for

Account Preferences is where you will be able to manage your single sign-on account. As you have students entering 7th grade, you will be able to add them in this area.

Please note: You can check your demographic information at any time and let the school know of any changes.

7. For the HS, you can also access your student(s) report cards and class schedules online by clicking on the appropriate link as indicated below:



The screenshot shows the PowerSchool Parent Portal interface. At the top, there is a navigation bar with icons and labels for: Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, My Calendars, Demographic Review, and Account Preferences. Below this, the user's name is displayed as "Parent Last, First" with a last login time of "8/11/2010 at 9:06 AM". There are also buttons for a printer icon, a help icon (?), and a "Logout" button. The user's "House Principal: Mr. Miles (5509)" and "Counselor: Mrs. Zahn (5530)" are listed. A red arrow points from the text "Click here to print a students report card." to the link "Print Report Card". Another red arrow points from the text "Click here to view and print a students schedule." to the link "See Schedule".

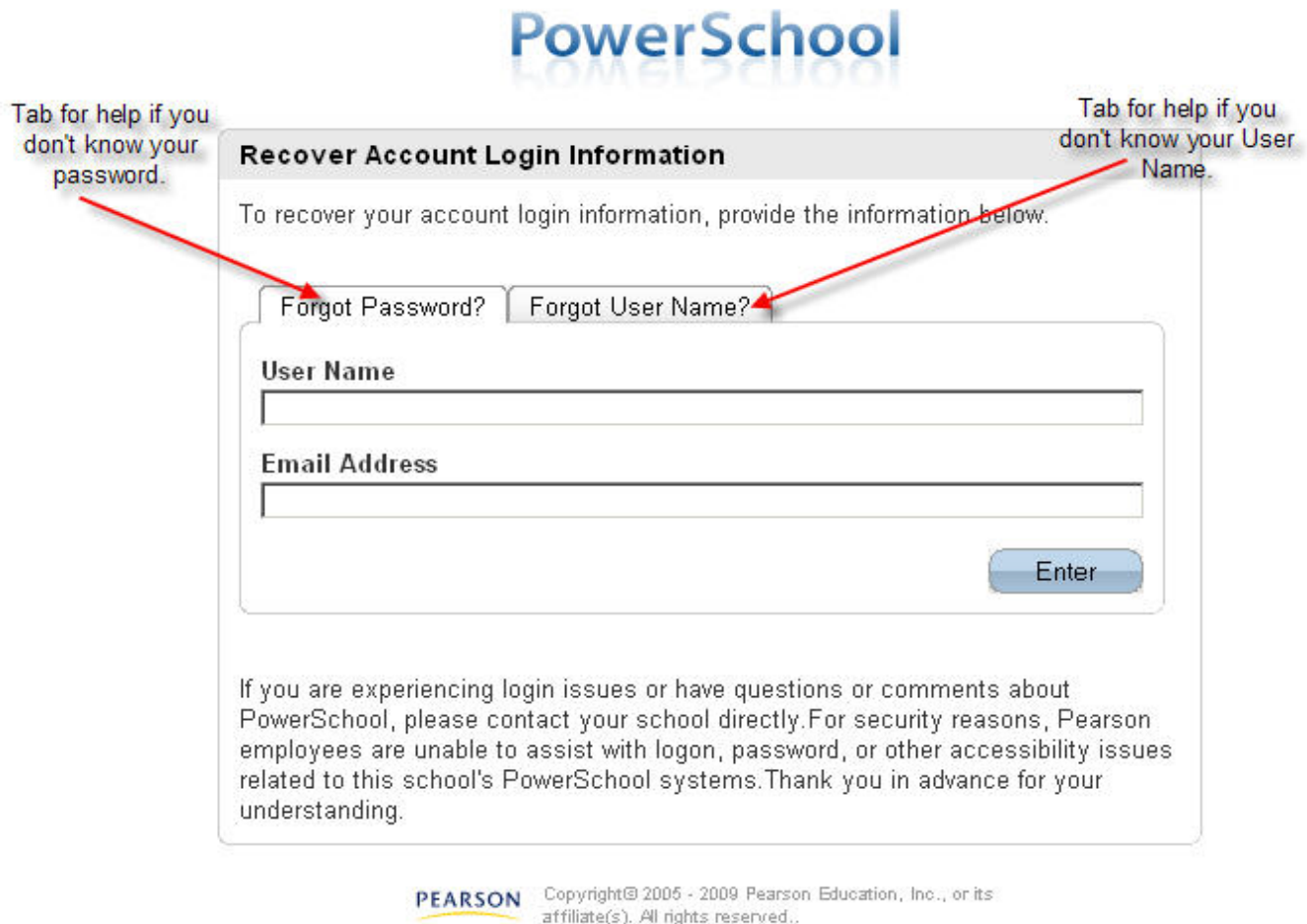
8. In the event you have forgotten your User Name or Password for this new account, on the main PowerSchool Parent Portal log on screen you will see a link that states, "Having trouble logging in?" as indicated below:



The screenshot shows the PowerSchool Login form. The form has a title "Login" and two input fields: "User Name" and "Password". Below the "Password" field is a blue link that says "Having trouble logging in?". A red arrow points from the text "Help button in the event you forget your User Name and/or Password." to this link. At the bottom right of the form is a "Submit" button.

Click on the "Submit" button.

9. On the Recover Account Login Information screen, you will be able to select one of two tab options. The first tab should be used if you forgot your Password and the second tab should be used if you forgot your User Name and Password as indicated below:



PowerSchool

Recover Account Login Information

To recover your account login information, provide the information below.

Forgot Password? | Forgot User Name?

User Name

Email Address

Enter

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.

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Please note: An e-mail will be sent to you with the appropriate information regarding your account. This e-mail will be the one you indicated when you set up the account for the first time.