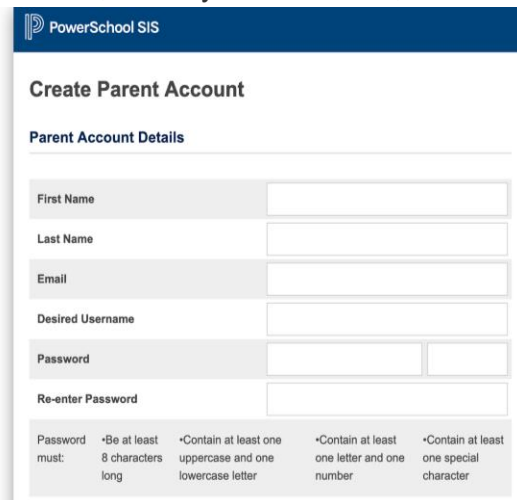


Creating Your Powerschool Parent Account

NOTE: If you are a parent of a Middle School student and have already created your Powerschool Parent Portal Account see directions below on how to ADD a Lower School student.

Instructions for parents and guardians: How to create a new PowerSchool Parent Portal account:

1. Go to <https://stmschool.powerschool.com/public/home.html>
2. Click the “Create Account” tab.
3. Click the “Create Account” button.
4. Under “Create Parent Account,” enter your first name, last name, and email.



The screenshot shows the 'Create Parent Account' form on the PowerSchool SIS website. The form is titled 'Create Parent Account' and has a section for 'Parent Account Details'. It includes input fields for First Name, Last Name, Email, Desired Username, Password, and Re-enter Password. Below the password fields, there are five requirements listed: Password must: Be at least 8 characters long, Contain at least one uppercase and one lowercase letter, Contain at least one letter and one number, and Contain at least one special character.

5. Enter your desired user name. Each Parent Portal username must be different, so if the name you choose has already been taken, you'll be prompted to enter a different one.
6. Enter your desired password. Your password must:
 - Be at least seven characters.
 - Contain at least one uppercase letter.
 - Contain at least one lowercase letter.
 - Contain at least one number.
 - Contain at least one special character (for example, ! or #).
7. Next login to your new account using the username and password you just created.
8. Under “Link Students to Account,” enter the student’s first and last name in the “Student Name” box. Be sure to leave a blank space between first and last names.

Link Students to Account

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

1

Student Name

Access ID

Access Password

Relationship

2

Student Name

Access ID

Access Password

Relationship

3

Student Name

Access ID

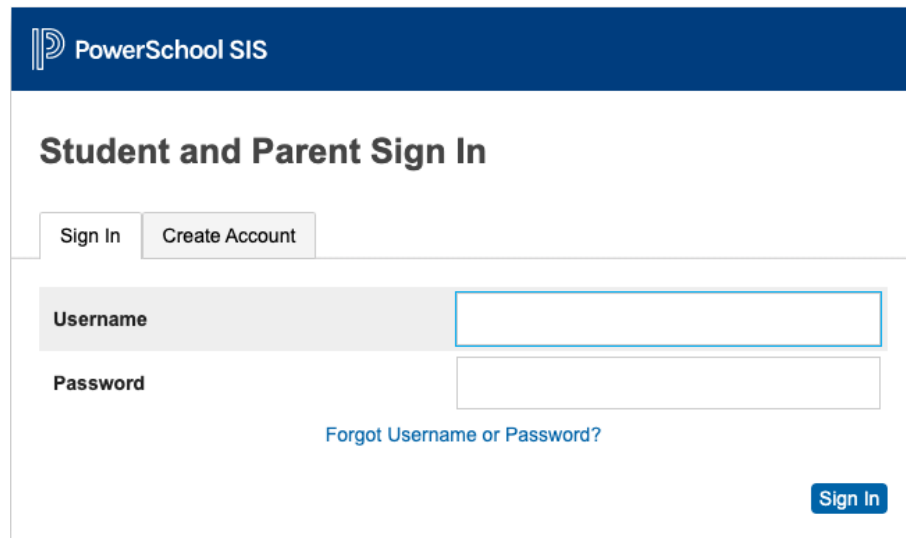
Access Password

Relationship

9. Enter the student's first and last name. **Note: Please enter the same name you entered during your enrollment or re-enrollment to St. Michaels.**
10. Enter the **Your** Access ID and Access Password . Please contact Erbie Godwin or David Grossman to provide you with the appropriate ID and Password.
11. Enter your relationship to the student.
12. Repeat steps 8-9 for multiple students.
13. Click "Submit".

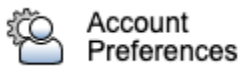
Adding a Student to your Existing Powerschool Parent Portal

1. Login to your Powerschool Parent Portal <https://stmschool.powerschool.com/public>



The screenshot shows the Powerschool SIS login page. At the top is a dark blue header with the Powerschool SIS logo. Below the header is the title "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A blue "Sign In" button is at the bottom right.

2. Click on Account Preferences at the bottom left corner of the menu.



3. Click on Students. Next click on the blue ADD button.



The screenshot shows the "Account Preferences - Students" page. At the top is the title "Account Preferences - Students". Below the title are two tabs: "Profile" and "Students" (selected). A blue "Add" button is at the top right. Below the tabs is a section titled "My Students". Below this section is a message: "To add a student to your Parent account, click the ADD button."

4. Enter the Your Access ID and Access Password that was included in your email.

Add Student

Student Access Information

Student Name

Access ID

Access Password

Relationship

-- Choose ▾

Cancel

OK

Portal features:

- **Magus Health Care:** For the upcoming school year, we will be shifting all student medical information to an online database. There are many benefits to this change including less paperwork for parents to complete each year and having more accurate information that is accessible to parents and the appropriate employees at our school. The management system we have adopted is called Magnus Health SMR (Student Medical Record). As this is a web-based system, you will have continuous access to your child's health record as well as the ability to make updates when needed. You will also have the option to access the account after your child graduates.
- **Update Contact Information (Year-Round Update):** This feature allows parents to update communication information such as address, email, telephone number, etc.
- **Summer Forms:** Important forms that are annually filled out will be posted in the parent portal for online submission.
- **Re-enrollment-** In spring parents will be able to re-enroll their student(s) through the PowerSchool portal.
- **Grades and Attendance (GRADES 6-8 ONLY)** display comprehensive information about student grades and attendance for the current term. Please note: You may see a discrepancy between "Class Attendance" and "Day Attendance" numbers. Day Attendance numbers are from the school's attendance office and are considered a part of the student's official record.
- **Grade History** displays student quarter and semester grades for the current term.
- **Email Notification** lets parents and guardians of students in grades 6-8 manage their account's email preferences. This includes choosing what information to receive, how often you'd like to receive information, and any additional email addresses you would like to use.
- **Teacher Comments** displays remarks a teacher has attached to a report card grade.
- **My Schedule** displays student schedules. Parents and guardians should click the "Weekly Schedule" tab to see their child's schedule for each day of the week.
- **School Information** displays information such as a school's name, phone number, and address.

- **Account Preferences** lets parents and guardians manage information such as name, user name, password, and email address. You can also go here to add additional children to your account.

Parent Directions for Installing the PowerSchool App



Follow the directions below to install the PowerSchool app on your mobile device. Use Powerschool to keep track of your student(s) grades, assignments, and more.

For [Video Tutorial Click Here](#)

A screenshot of an iPhone screen showing the App Store search results for 'PowerSchool Mobile'. The search bar at the top contains 'powerschool'. Below it, the app is listed with its icon, name, developer 'PowerSchool Group L...', a 4.5-star rating from 253 reviews, and an 'OPEN' button. A preview of the app's interface is shown below, displaying a dashboard with a student's name 'Stan Wall' and a GPA of 3.1034. The dashboard includes a table of grades for various subjects and quarters. At the bottom of the screen, there is a navigation bar with icons for 'Featured', 'Top Charts', 'Explore', 'Search', and 'Updates'.

1. Go to the App Store or Google Play store and download the Powerschool Mobile App then touch open.

A black button with a white Apple logo and the text 'Download on the App Store' in white.
A black button with a white Google Play logo and the text 'ANDROID APP ON Google play' in white.

VZW Wi-Fi 10:08 AM 87%

PowerSchool

To sign in, we need to know your district.

DISTRICT CODE

Q C B S

Continue

Where's My District Code?

I Need An Account

2. Enter the District Code listed to the left and click Continue.

VZW Wi-Fi 10:09 AM 87%

< Back Sign In

St. Michaels Episcopal...
Richmond, VA
stmschool.powerschool.com

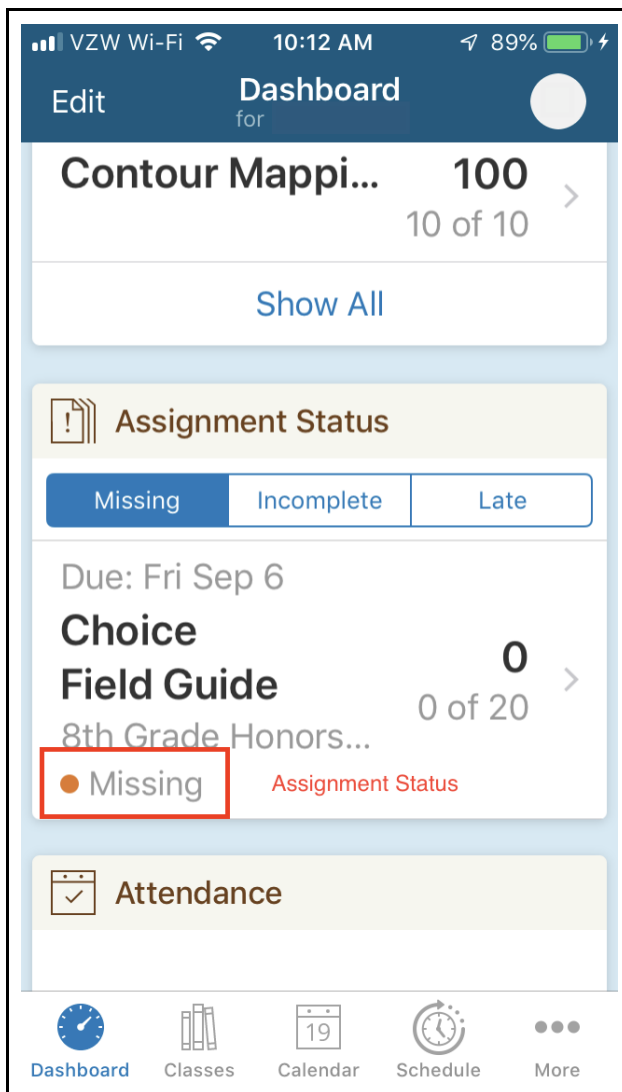
Recent Districts

Username

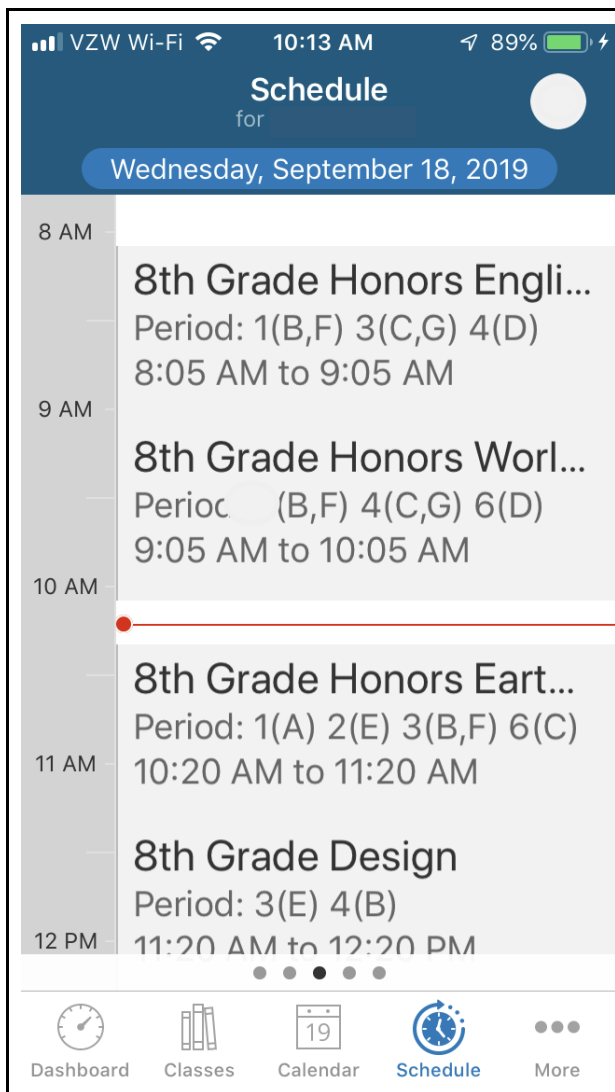
Password

[Forgot Username or Password?](#)

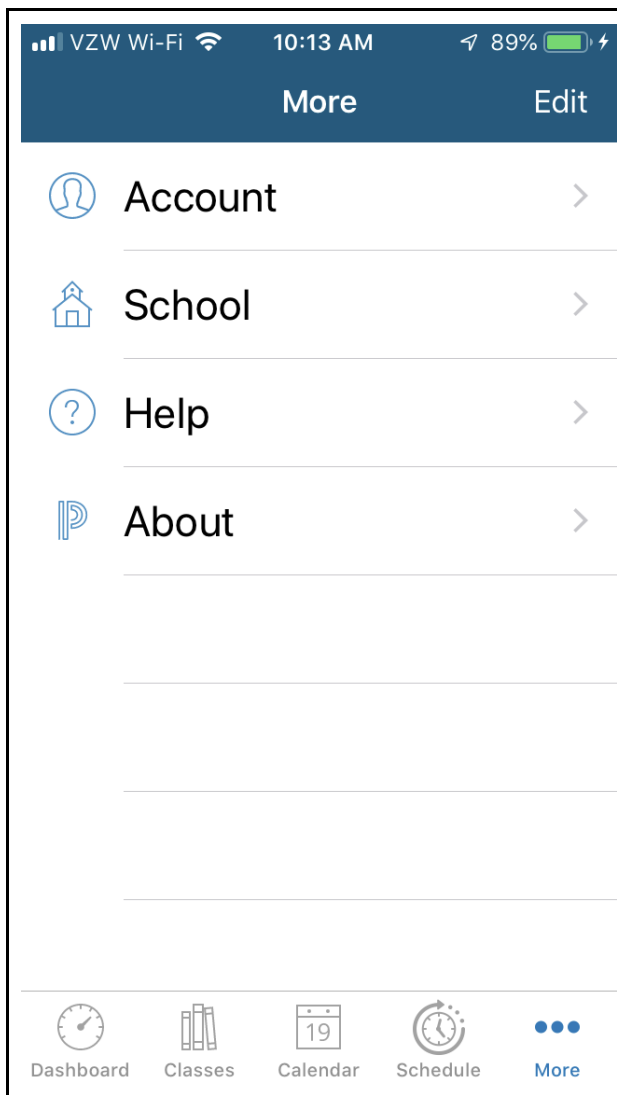
3. Enter your STM username and password that you created when you signed up on your computer.



4. Scroll through the displays to find academic info. Click on more options at the bottom right corner for additional information. Note: Missing Assignments are highlighted.



5. Click on Schedule in the bottom menu bar and you can see your student(s) bell schedule.



6. Click on **More** then **Account** to set up Push Notifications.

VZW Wi-Fi

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89%

<

Account

Notifications

PUSH NOTIFICATIONS

Attendance

Grade Change

EMAIL NOTIFICATIONS

>

Dashboard

Classes

19

Calendar

Schedule

More

7. Push Notifications will notify you on your phone for the following changes.