

PowerSchool Parent Portal

Parent Single Sign-On

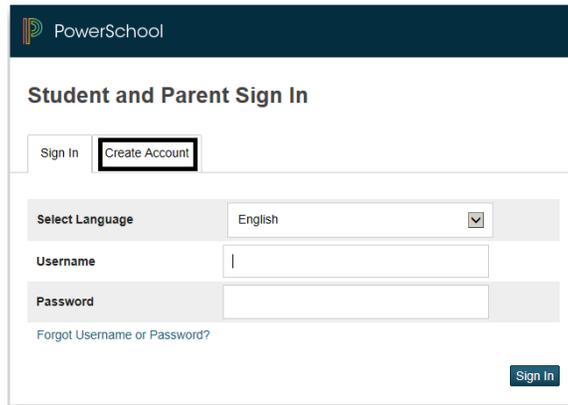
Parent Single Sign-On, offers a number of benefits, including access to multiple students with one sign in, a personalized account for each parent and guardian, and the ability for parents to retrieve their own sign in information.

Parent Single Sign-On changes the way in which parents access their students' academic records using the PowerSchool Parent Portal. This Quick Reference Guide is designed to assist you through the process of setting up the new Parent Single Sign-On.

The URL address to access the PowerSchool Parent Portal is <https://coolidge.powerschool.com/public>

Create Parent Account

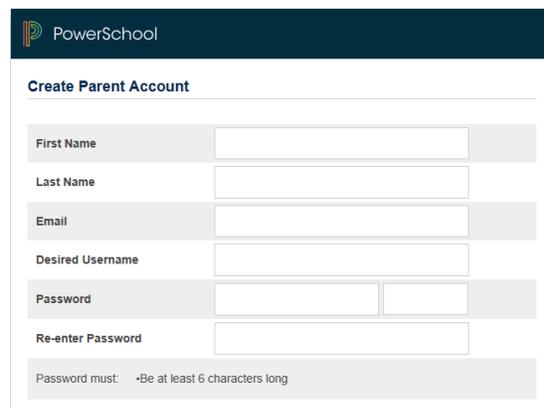
A page named "Create Parent Account" is available in the PowerSchool Parent Portal and is accessible via **Sign In page > Create Account>Create Account**.



The screenshot shows the PowerSchool login interface. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account", with the "Create Account" button highlighted by a black rectangular box. Below the buttons is a "Select Language" dropdown menu set to "English". There are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right.

This page allows parents to establish their own parent account. The first section on the page, "Create Parent Account," is the information necessary to establish the parent's account. All fields in this section are required, and include the following:

- **First Name**
- **Last Name**
- **Email** (must be unique)
- **Desired User Name** (must be unique)
- **Password**
- **Re-enter Password**



The screenshot shows the "Create Parent Account" form. It has the PowerSchool logo at the top. The heading "Create Parent Account" is followed by a horizontal line. Below the line are six input fields: "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". The "Password" field is split into two adjacent boxes. At the bottom, there is a note: "Password must: -Be at least 6 characters long".

The second section on the page, “Link Students to Account,” requires that the information for at least one student be provided, and includes the following:

- **Student Name**
- **Access ID**
- **Access Password**
- **Relationship**

The **Access ID** and **Access Password** would be the username and password you were using previously to log into the parent portal. If your student is new and has not yet received a username and password, please contact your child’s school site registrar to obtain that information. Please note that for the safety of our students this access information will not be given over the telephone. It can be sent home with you child or emailed to an email address in our student management system obtained during from your child’s enrollment card.

Parents may enter the information for up to seven students when initially establishing their account. If they need to add additional students they can do so after establishing the account by signing in and navigating to **Account Management > Students**.

Common data entry errors include not completing all fields, entering an email address or user name that is already associated to another account, or entering incorrect access IDs or passwords. When this occurs, parents will need to re-enter any information that was not entered correctly, and also re-enter any passwords for security reasons.

Please note that students can obtain personal usernames and passwords to access the Student/Parent Portal from their school site. The student’s access credentials are assigned by Coolidge Unified School District and allow students to view only their academic records. Sharing the single sign in you have created would allow access to all of the student’s academic records you have linked to your account.

Once you have used a computer to create your parent single sign-on you can download the PowerSchool app for access from a mobile device. You will need the “**District Code**” below.



If you have questions regarding your PowerSchool Parent Portal access, please contact (520)723-2079. If you have questions regarding your child’s grades or attendance please contact the school site.