

## PARENT SINGLE SIGN-ON QUICK REFERENCE

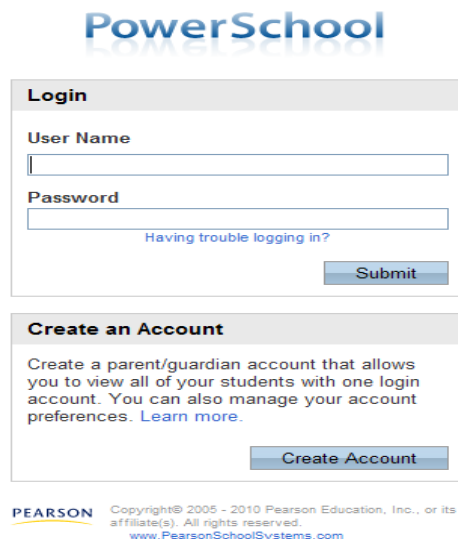
**Before you begin make sure you have received your “Confidential ID and Password” assigned to you for each child, issued by the school.**

Below is the Web Address for Dawson Co. Schools Parents/Guardians to login to PowerSchool Parent Portal:

<http://dawsoncountyschools.org> and click on PowerSchool on the lower left side.

The Login prompt appears: **All** parent/guardians will be required to **create an account** to initialize new access to PowerSchool.

Enter the Confidential ID & Password assigned by your school then Click the “Create Account” button”



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 "Create Account" button. Below the button, there is a small text block: "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.](#)"

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

The first section on this page, “**Create Parent/Guardian Account**” requires you to enter the following information necessary to establish the parent/guardian account: your First Name, Last Name, and unique Email Address; create a unique User Name and Password. The Password must be at least 6 characters. Re-Enter the Password. These will not be case sensitive when you use them to login after creating your account.

Entering your unique Email Address. If this address is already in use, you will get the following error message " This email address is already in use". It is recommended to create only one email account, use your Home email address. Reframe from creating new email addresses or using Work email, Hotmail or Yahoo addressed that will expire. If you forget your email address, use the Retrieval Account to find it, if not found you may contact the school for assistance."

## PowerSchool

**Create Parent/Guardian Account**

First Name

Last Name

Email

Desired User Name

Password

Re-enter Password

**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"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
2. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
3. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
4. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
5. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
6. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
7. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>

The second section on this page, “**Link Students to Account**”, requires you to enter the following information for at least one student: student name (first and last name), Access ID (labeled Your Confidential ID on your letter issued from the student’s school), Access Password (labeled Your Password

on your letter issued from the student’s school), select your relationship to the student. **Enter the ID and Password in these fields as they appear on your letter. These are case sensitive on this screen.**

Parents/guardians may enter the information for up to seven students when initially establishing their account. After entering the information for all your students, Click “Enter” the following screen will appear:

## PowerSchool

**Create Parent/Guardian Account**

First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Email	<input type="text"/>	
Desired User Name	<input type="text"/>	
Password	<input type="password"/>	<input type="password"/>
Re-enter Password	<input type="password"/>	

**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"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
2. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
3. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
4. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
5. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
6. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
7. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>

You are ready to enter your newly created username and password to access PowerSchool for all your students with one login.

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

## Login

User Name

Password

[Having trouble logging in?](#)

Submit

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If you need to add additional students you may do so after establishing the account by logging in and navigating to **Account Preferences** and click the **Students** tab. Each of your student's names will show side by side on the Navigation Bar below the icons linking you to available functions in the PowerSchool Parent Portal. Click the student's name to view that student's information.

The screenshot shows the PowerSchool Parent Portal interface. At the top, there is a navigation bar with icons for Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, My Calendars, and Account Preferences. Below the navigation bar, the user's name 'Ann Sam' is displayed. The main content area is titled 'Account Preferences - Students' and includes a tab for 'Students'. A message states: 'To add a student to your Parent/Guardian account, click the ADD button.' Below this message is a section titled 'My Students' with an 'Add' button and a list of student names: 'Ann Margaret' and 'Sam lam'.

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Click the Help icon  for further assistance in using PowerSchool's Parent portal.