

## **Parent Single Sign-On Instructions: If you have already created a PowerSchool account, you do NOT need to create another one.**

Our PowerSchool Parent Portal has the ability to have ***“Parent Single Sign-On”***. This much requested feature allows parents to see all their children with a single log-in instead of separate log-ins for each child. An added bonus is a **recover password and/or user name function**.

This feature will allow you to see the grades of all of your children that are enrolled in a school in the Dioceses of Fort Wayne-South Bend. So, for instance, if you have 1 child at Bishop Dwenger High School and 2 children at St. Charles Borromeo, you will be able to view the progress reports on all three children using one sign-on.

When you visit the Parent Portal for the first time, you will need to create a new account. As part of the creation process, you will be able to add all of your children. You need only the log-in user name and password you already have for each child to complete the process.

### **Important Points:**

- If you have already created an account, you do not need to create a new one.
- If you have never created an account, **you must do so** in order to log in and view your child(ren)'s progress.
- The Parent Portal is only for grades 4-12 at this time.
- Existing usernames and passwords can be used only to create your new log in account and add children to that account. To log on, you will have to create a new account.
- Your children's login codes will remain the same.

**-Passwords are case sensitive. The most common problem we see when setting up the new account is not using the proper case for existing usernames and passwords**

Follow these steps to create your Parent Single Sign-On account. Navigate to the PowerSchool Parent Portal as you already do; (any of the following web addresses will work for the Parent Portal):

# PowerSchool

## Parent Sign In

Username

Password

[Having trouble signing in?](#)

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## Create an Account

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.](#)

Click **“Create Account”**

Fill in the required information in all the boxes as follows:

# PowerSchool

## Create Parent Account

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must:  
•Be at least 6 characters long

## Link Students to Account

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

Student Name	Access ID	Access Password	Relationship
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="↓"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="↓"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="↓"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="↓"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="↓"/>
6. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="↓"/>
7. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="↓"/>

**First Name** - Your first name

**Last Name** - Your last name

**E-mail** - Your e-mail address

**Desired User Name** - A new username that you want to use for your new account.

It cannot be the same as the user name of any of your children.

**Password** - Any password you wish. Type the password in both boxes.

### **Link to Students Account Section:**

**Student Name** - Your child's first and last name

**Access ID** - The existing parent username that you have been using for this child's account. **Note- this is case sensitive.**

**Access Password**- The existing parent password that you have been using for this child's account.

**Note-this is case sensitive.**

**Relationship** - Your relationship to the child (mother, father, etc...)

You can add up to 7 children from this screen. If you have more than 7 children, or if you didn't add all your children on this screen, you can add them later by clicking the "Account Preferences" - "Students" icon.

When you have filled in all the information and added all your children, click "enter," then log in with the new account you just created.

Once you complete the new account set-up and add all your children, you can access the various account settings for email notices, etc... by clicking the Account Preferences icon found on the top navigation menu.

If you have any questions or need help setting up Single Sign-On, please contact Pam McGraw ([techsupport@stcharlesschoolfw.org](mailto:techsupport@stcharlesschoolfw.org)).