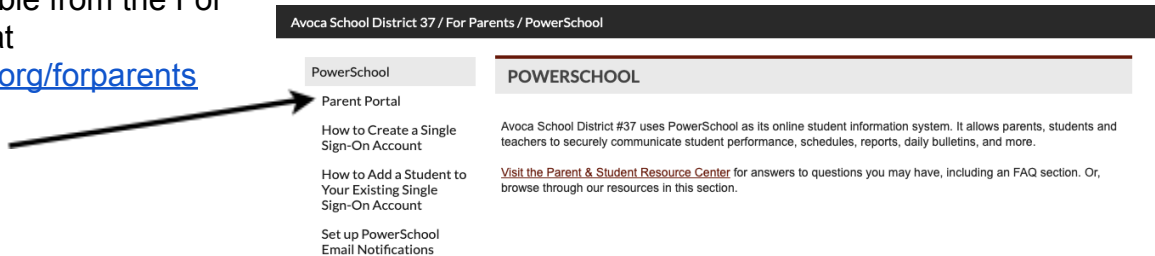


# PowerSchool Single Sign-On Instructions

Powerschool has introduced a new single sign-on for parents. This means that parents can have one login to access all of their children's grades and attendance in one place. Also, parents and guardians will no longer have to share logins as each parent or guardian can set up his or her own unique login and password.

From your internet browser (this process works better on a computer rather than from a phone or tablet), go to PowerSchool: <https://avoca.powerschool.com/public/home.html>.

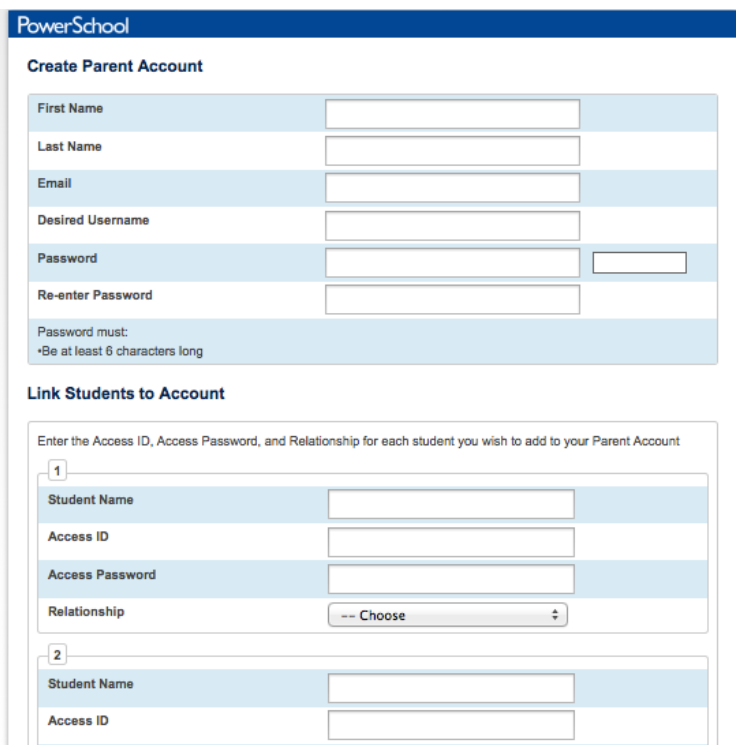
It is also available from the For Parents page at <http://avoca37.org/forparents>



First you will need to create an account by clicking on the “Create Account” tab.

To create a parent/guardian account, you will need your student(s) **Access ID** and **Access Password**. The user name is a 5 digit number and the password is a 5 character alphabetic string. All new-to-Avoca families receive an email with Access ID and Access Password shortly before the start of the school year. If you do not have this information, please contact either school office and we can supply it to you.

You will need to enter the following information:



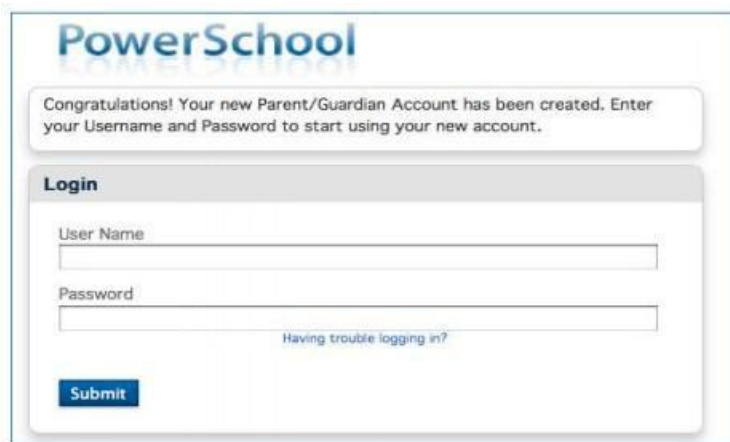
The image shows two screenshots of the PowerSchool website. The top screenshot is the 'Create Parent Account' form, which includes fields for First Name, Last Name, Email, Desired Username, Password, and Re-enter Password. A note below the password field states: 'Password must: •Be at least 6 characters long'. The bottom screenshot is the 'Link Students to Account' form, which instructs the user to 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. It features two numbered sections. Section 1 has fields for Student Name, Access ID, Access Password, and a Relationship dropdown menu. Section 2 has fields for Student Name and Access ID.

directed back to a login screen where you will use your new login and password that you just created. (See below)

**Name** - Your first and last name **Email** - Student notifications and correspondence related to your parent/ guardian account will be sent to this email. **Desired Username** - Your username is your unique PowerSchool identity. PowerSchool doesn't accept usernames with a dot in them. **Password** - Your password must be at least 6 characters long

**Link Students to Account** - Enter the requested information for a minimum of one student. (In the **Student Name** field, write the student's first name and last name.)

Enter the *Access ID* and *Access Password* for each student, and your relationship to the student. Once you have created the account and added your child(ren), click Enter at the bottom of the page. You then will be



The image shows the PowerSchool login screen. At the top, it says 'PowerSchool' in a large blue font. Below that, a message reads: 'Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.' The main section is titled 'Login' and contains two input fields: 'User Name' and 'Password'. Below the password field is a link that says 'Having trouble logging in?'. At the bottom left of the login section is a blue 'Submit' button.

After login in you will see the main screen. Across the top you will see a tab for your child(ren). On the left navigation bar there are links to several screens providing information about current class schedules, grades, attendance, email notification, and school bulletin.

Clicking on the Account Preferences tab in the left navigation bar brings you to an Account

Preferences Profile screen. Here you can change your email, username, or password.

Selecting the Students tab from the Account Preferences screen takes you to a screen where you can add additional children to your account. Once again, you will need to know the original *Access ID* and *Access Password* for each student. Each school's office can provide that information to you. Avoca West's main office can be reached at 847-724-6800 and Marie Murphy's main office number is 847-251-3617.