













Parent Portal Snapshot (Web-Based)

	GRADES AND ATTENDANCE. Summary of trimester/semester grades and year-to-date attendance. (Select the "Standards" tab to view a summary of <u>elementary</u> progress report grades.)
	GRADE HISTORY. Not applicable for elementary school; for middle and high school only.
	ATTENDANCE HISTORY. View daily attendance detail for the current school year. (Scroll to the bottom of the page for a description of the attendance codes.)
	EMAIL NOTIFICATIONS. Allows you to sign up for automatic email notifications or change email settings. (NOTE: <u>Balance alerts are not supported at this time.</u>)
	TEACHER COMMENTS. Provides a listing of teacher comments made on most recent report card, and includes links that allow you to directly email your child's teachers.
	SCHOOL BULLETIN. Daily news and other important dates will be listed here.
	CLASS REGISTRATION. Not applicable for elementary school; for middle and high school only.
	MY CALENDARS. Not applicable for elementary school; subscription based application recommended for middle and high school only.
	SCHOOL INFORMATION. View school address, phone number and fax number here.
	ACCOUNT PREFERENCES. Under the "Profile" tab, you can manage your username, password, and email. Under the "Students" tab, you can add additional children to your profile.
	SCHOOLMESSENGER. Email and parent notification system. Copies of messages sent to you by South Windsor Public Schools can be viewed here. You can also customize your preferences for receiving notifications to include additional phone numbers, email and text notifications.
	STUDENT INFORMATION UPDATE. Link to review and update student contact and demographic information on file with your child's school. Update is required annually; after update, changes should be directed to child's school.

PowerSchool for Parents can also be downloaded from the Google Play or iPhone App Store as a mobile app!



Rev. 12/14



To all Parents and Families:

South Windsor Public Schools uses PowerSchool Parent Portal, a communication tool that provides secure access to student information through a web-based parent portal. Through Parent Portal, parents can view student grades and attendance, receive announcements and school bulletins, and send emails directly to teachers through embedded email links. Parent Portal is a single access account for parents of multiple children, allowing you to view information for all of your children through a single sign-on!

SchoolMessenger is an email and phone communication system that allows us to share important information such as school closings, delays and early dismissals with you on a timely basis. Parents can customize their SchoolMessenger account directly through Parent Portal to add phone numbers, as well as to select email and text notifications.

Finally, the Student Information System component of PowerSchool allows parents to update student profile data (i.e., emergency contact information and doctor/medical updates) at the beginning of each school year to ensure its accuracy. We also ask parents to record their acknowledgment of certain notifications and board policies.

We hope you find this tool helpful, both now and in the coming years of your child's time here in South Windsor Public Schools.



South Windsor Public Schools

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New Users: Getting Started with PowerSchool

You will be provided with a **Student Access ID** and **Access Password** at registration (or from your child's school, for existing students). This ID and Password will allow you to "map" your child's PowerSchool information to your Parent Portal account.

To set up your Parent Portal account, go to www.southwindsorschools.org/parentportal (accessible from the "Parents and Students" link on our website). Click on the **PowerSchool Parent and Student Portal** icon.

How to create a Parent Portal Account

- Click on the **Create Account** button at the bottom of the sign in page. (Do not "sign in" with your temporary Student Access ID and Access Password.)
- At the **Create Parent Account** screen, enter the information requested. The "Desired Username" and "Password" that you enter here will become your new username and password. Save this information for future reference.

The screenshot shows the 'Parent Sign In' page. There are fields for 'Username' and 'Password'. Below these fields is a 'Create an Account' link. At the bottom of the page, there is a blue 'Create Account' button, which is circled in red. A red arrow points from the 'Create Account' button in the list above to this button.

The screenshot shows the 'Create Parent Account' form. It has fields for 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. The 'Desired Username' and 'Password' fields are circled in red.

This will be your new Parent Portal **Username** and **Password**. Write these down for future reference!

How to Map Student Information to Your Account

- To map your child's information to your account, type in each student's full name, the Student Access ID and Access Password provided to you, and choose the child's relationship to you from the drop-down menu (son, daughter). **Note:** you will receive a separate Access ID and Access Password for each child. (You **do not need** the Access ID and Access Password once this process is complete.)
- When you have completed entries for all children, click **Enter**. You should receive a screen message that your new account has been created. You may now log in to Parent Portal with your new **username** and **password**!

The screenshot shows the 'Link Students to Account' form. It has a table with columns: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. There are two rows for entering student information. At the bottom of the form, there is a blue 'Enter' button, which is circled in red.

Existing Users

How to Add Students to your Parent Portal Account

- To add another child to your existing Parent Portal account, log in to your account. Under "Account Preferences," select the "Student" tab. In the right corner, press the "ADD +" button. You will be prompted for the Student Access ID and Access Password provided to you.

The screenshot shows the 'Account Preferences - Students' page. There is a section titled 'My Students' with an 'Add +' button circled in red. A red arrow points from the 'Add +' button in the list above to this button.

Updating Student Information Data

Student information such as phone numbers, emergency contacts, doctor(s) names, and medical information is updated electronically via Parent Portal at the beginning of each school year. Acknowledgments for items such as Media Release, Technology Acceptable Use, and Parent Handbook are also embedded in the student information update. Parents will be asked to verify review/receipt of this information on an annual basis.

We regret that **information can only be updated electronically once per school year**. Therefore, if any information changes during the school year, please notify your child's school office. (NOTE: any **change of address** must be processed in person and be accompanied by proof of residency documentation; see our website for details.)

- To update student information, log in to Parent Portal and select the Information Update icon from the vertical toolbar (see back page of this brochure). The system will take you through multiple forms to update the information outlined above.
- Once the form is submitted, close the window and go back to Parent Portal. If you have multiple children, repeat this process to update information for each child.

Frequently Asked Questions

What should I do if I forget my password?

If you forget your password, please call the school's main office. Due to privacy, office staff will not be able to see your existing password. However, they can assign you a temporary password so you can log in to your account and create your own new password.

If my child promotes from one school to the next (e.g., elementary to middle school), do I need to create a new account?

No, with the exception of any system changes, it is expected that you will have the same Parent Portal account for as long as your child is enrolled in South Windsor Public Schools.

Must multiple household families share the same Parent Portal username/password?

As long as both parents have custody of the child (as reflected in PowerSchool), each parent can create his/her own Parent Portal account with a distinct username and password. Both parents will need to obtain the Student Access ID and Access Password from the school.