

# Waynesboro City Public Schools - Parent Users Guide

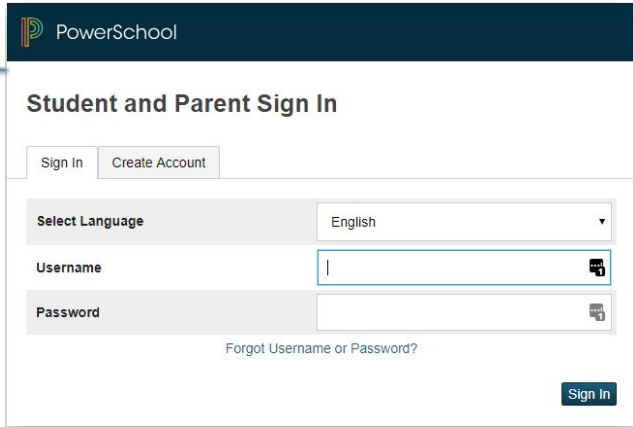
Parents,

Please read this important information so you can access your students PowerSchool information. Powerschool Parent Portal allows you to view information about all of your students from one login. You will also be able to create your own User Names and Passwords.

You will need to go to the PowerSchool login page:

<http://www.wspowerschool.com/public> or click onto the PowerSchool link on the schools website.

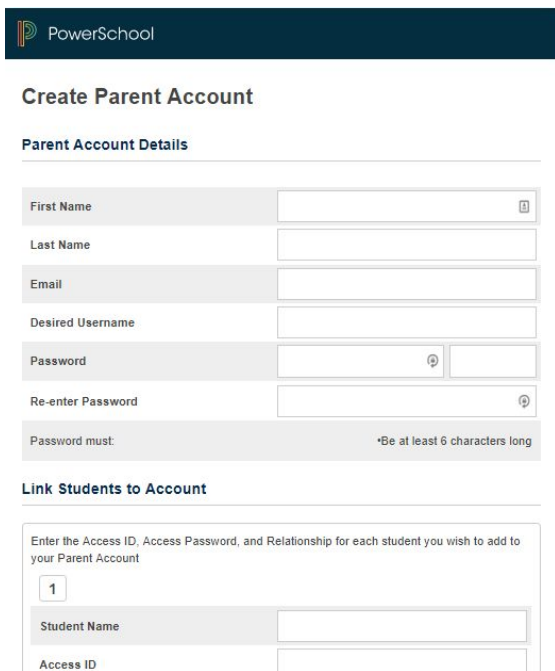
You will see the screen to the left:



The screenshot shows the PowerSchool login page. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs is a "Select Language" dropdown menu set to "English". There are input fields for "Username" and "Password", each with a "Show/Hide" icon. A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right.

1. Click the Create Account tab

2. The screen below will appear



The screenshot shows the "Create Parent Account" page. It has the PowerSchool logo at the top. The heading is "Create Parent Account". Below it is the section "Parent Account Details" with input fields for "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". A note says "Password must: \*Be at least 6 characters long". Below this is the section "Link Students to Account" with a sub-heading "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". There is a table with a header "1" and columns for "Student Name" and "Access ID".

This is where you will setup access to ALL your students.

- Enter an E-Mail address – Note: The e-mail address MUST be unique. If Parent/Guardians share the same e-mail address, you should only set up one parent access account.
- User Name (No apostrophe's and do not use any email address).
- Password (No apostrophe's and it must be at least six characters)
- Enter the Name of each Student you wish to associate with.
- Enter the Access ID and Access Password, that you received from your child's school, for each student This is case sensitive.
- Select the relationship you are to the student.

3. Click Enter when you have completed this link to all of your students.

4. Assuming you are successful, you will receive this message.

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

## Login

User Name

Password

## How to add Children to Parent Account

- Once the account is created, a parent or guardian may still add students to the account.
  - 1. In the Navigation menu, click Account Preferences.
  - 2. To add or edit students, click the Students tab.
  - 3. To add a child, click Add.
  - 4. In the Add Student window, enter the student name, access ID, and access password.
    - **\*\*\*You will need to call your child's school to get their access ID and access password.\*\*\***
  - 5. Open the Relationship menu and select the correct relationship.
  - 6. Click Submit.

If Parent/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at a time.

**Do not set your browser to save passwords to this site. It will cause your password to appear not to work!**

After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your student family members.

PowerSchool



- Select the appropriate name to change the page to that student's information.

## What if you forget your login information?

On the login page click on Having Trouble Logging in?

### If you forgot your Password:

- Fill in your User Name
- Fill in your E-Mail Address
- Hit Enter

The system will authenticate your information and send you a Security Token with instructions on how to re-set your Password to the E-Mail address listed.

**It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to re-set the Password in that allotted time, you will need to repeat the process.**

### If you forgot your User Name:

- Click on the Forgot User Name tab
- Enter your E-Mail Address
- Hit Enter

Having trouble logging in?

Forgot Password? Forgot User Name?

User Name

Email Address

Enter

The system will authenticate your information and send you an E-Mail listing your User Name.