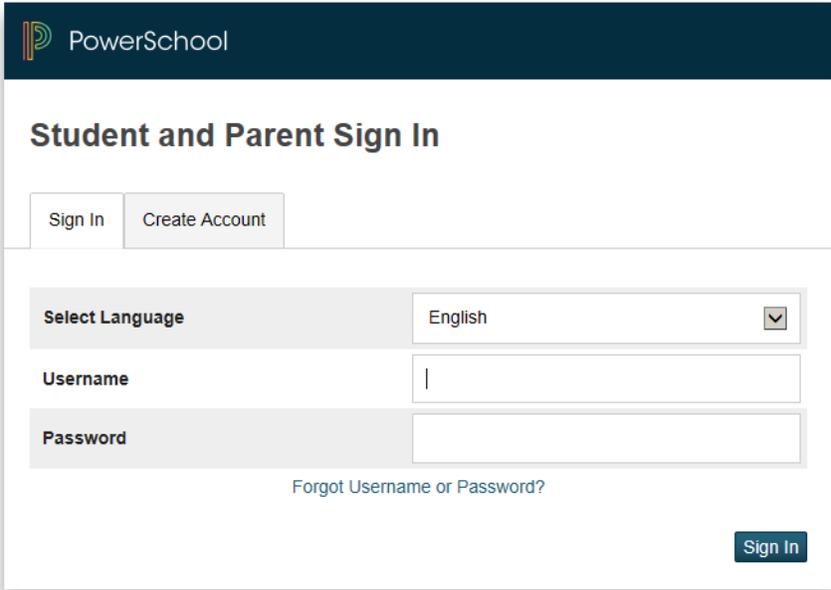# How to create a new PowerSchool Parent Portal account:

Welcome to the Pasco School District's new and improved PowerSchool Parent Portal! Parents will now be able to add multiple students to their PowerSchool account – even if the students attend different schools! In order to log into the new version of PowerSchool, all parents will need to create a new Parent Portal account. Here's how to do that:

1. Go to the Pasco School District's website at www.psd1.org and mouse over the Families Tab link then click the **Parent Portal Login** link then click on Parents on the left hand side or go directly to https://pschool.psd1.org/public/home.html

2. The **PowerSchool Login** screen will open. Ignore the Username and Password boxes for now.

3. Click the **Create Account** tab at the top of the screen.

4. The **Create Parent/Guardian Account** screen will open. Enter your **First Name, Last Name** and **Email address**.

5. Type in whatever you'd like to use as your **Desired User Name** and **Password**.

(The web site will let you know if the Desired User Name you've selected is not available and it will offer some suggested User Names.)

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

1

Student Name	
Access ID	
Access Password	
Relationship	-- Choose

2

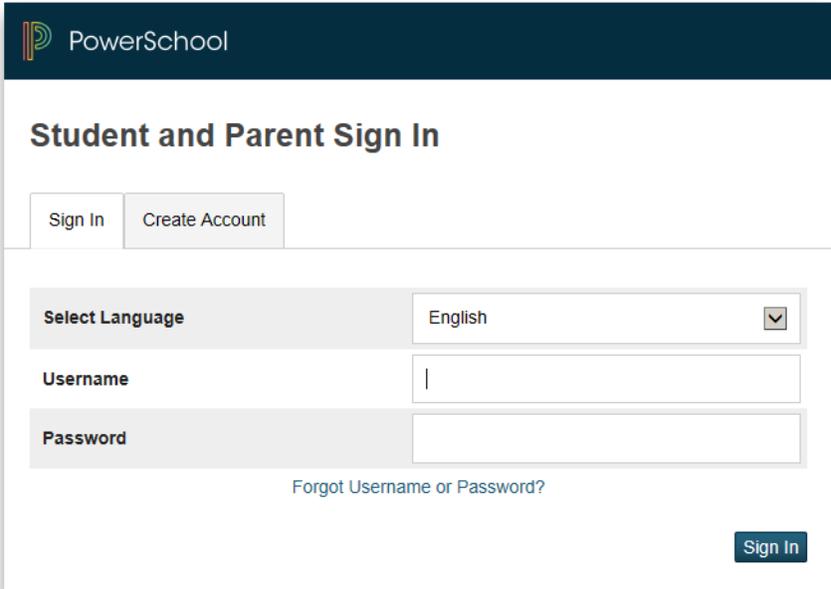|	
Student Name	
Access ID	
Access Password	
Relationship	-- Choose

6. Type your child's full name. Type the UserID and password that you have been using up until now in the "Access ID" and "Access Password" boxes. Please note that your previous UserID and password are now **case sensitive**! **(If you forgot your previous UserID and/or password, please contact your student's school registrar.**

7. If you have additional children, enter their names and the UserID's and passwords that you have been using up until now for each child.

8. Select your relationship to each student then click the **Enter** button.

9. The PowerSchool login screen will come back up. This time, enter your **new** Parent Portal **Username** and **password** to log into PowerSchool. Please note that the new Username's and passwords are case sensitive!

10. Once you are logged into PowerSchool, you will see the names(s) of your children at the top of the screen so that you can switch back and forth between them.

11. If you would like to sign up to receive email Progress Reports and/or attendance updates, click the **Email Notification** link then select the reports you would like to receive.

NOTE: If you are already signed up to receive email Progress reports and/or attendance updates, you will need to set them up again in your new Parent Portal account. The settings from your previous account will not transfer to your new account. These instructions are for **PARENTS** only! The students will continue to log into PowerSchool with their own UserID's and passwords. They do not need to create a new account.

For additional information about the new PowerSchool Parent Portal, please visit the District's website at http://www.psd1.org/domain/63 .

Thank you for your participation!