

Creating SSO Parent Accounts on the Admin Side for the Public Portal

Parent Single Sign-On offers a number of benefits, including access to multiple students with one login, a personalized account for each parent and guardian, and the ability for parents/guardians to retrieve their own login information. Parent Single Sign-On changes the way in which parents/guardians access their students' academic records using the PowerSchool Parent Portal. This guide is designed to assist you through the process of enabling and setting up Parent Single Sign-On in PowerSchool.

NOTES:


- If you wish to enable the Parent Single Sign-on feature of PowerSchool, **all parents** who have been given an access id & password will be required to use single sign-on, regardless of whether or not they have more than one child enrolled in your district. It is not possible to enable it for just individual parents.
- With Single Sign-On enabled at the System level on the Admin side, EITHER the parent may create his/her own username and password on the Parent Portal, or an administrator may create the login information and link the students to the parent.
- Regardless of which method is to be used, SSO will need to be enabled on the Admin side:
 - System > System Settings > Security > Enable Parent Single Sign-On Security (this can be set either at the school level or the district office; changing this field in one school affects all schools in the district.

Enable Parent Single Sign-On Security


Parent Single Sign-On affects the way in which parents access their students' academic records. See Help for more information.



- **To Set Up Single Sign-on Parent Access on the Admin side:**
 1. First, select a student, then on the Access Accounts page, check the "Enable Parent Access" and enter an Access ID and Access Password. (Password must conform to the server's Password Management Rules.)

Access Keys	
Enable Parent Access	<input checked="" type="checkbox"/>
Access ID	<input type="text" value="Lewis"/>
Access Password	<input type="password" value="••••"/>
Parent Access Accounts	Edit Remove Add 

2. Click on the Add + in the Parent Access Accounts row to link the parent to the student.
3.

Parent Access Accounts	Edit Remove Add 
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A dialog box titled "Search Filter" with a close button (X) in the top right corner. The dialog contains three input fields labeled "First Name", "Last Name", and "Email". A blue "Search" button is located to the right of the "Email" field. At the bottom of the dialog, there are three buttons: "Cancel", "New Parent Account", and "Add".

4. On the above page, click on “New Parent Account”.

New Parent

First Name:

Last Name:

Email:

Relationship:

Username:

Password:

Re-enter Password:

5. Populate the New Parent page accordingly, entering a Username, Password (must conform to the server’s Password Management Rules), then re-enter the password and click **Submit**.

6. Click on the **Edit** button to set up email preferences, etc.:

Mary Lewis's E-mail Preferences for Janna Lewis

Relationship to Student:

What information would you like to receive?

- Summary of current grades and attendance
- Detail report showing assignment scores for each class.
- Detail report of attendance.
- School announcements.
- Balance Alert (Note: will only be sent when student is low on funds).

Frequency of emails:

Send now?: Yes

Email Address:

Additional Email Addresses:

7. The Access Accounts page for the selected student will now display the parent information:

Student Access Account

Enable Student Access:

Student Username:

Student Password:

Access Keys

Enable Parent Access:

Access ID:

Access Password:

Parent Access Accounts Edit Remove Add

Mary Lewis ✎ ✖

Auto-assign IDs and Passwords for this student

- Additional Students may be added to this parent’s access by selecting the other child, then from the Access Accounts page, click Add +, search for the parent, when found, check the box next to the parent name and click the “Add” button:

First Name	Last Name	Email	Relationship	Add
Mary	Lewis	mlewis@yahoo.com	Mother	<input checked="" type="checkbox"/>

- Once the Changes have been Saved, you may use the Parent tab on the Start Page, then search for the parent using the name fields or the email address field. When the parent is found, the page displayed should show any students linked to the parent account:

Students	Relationship to Student	Edit	Remove	Add
Adison Niese	Mother			
Felicia Lewis	Mother			

- When the parent logs in, each student who has been linked to their account will appear in the top left corner, and clicking on a name will toggle the displayed information to that student.
- (To create Access ID’s and Passwords for a group of parents or all parents, select the group of students or All, then use the Group Function “ID/Password Assignment”.)

Parent Can Create Their Own Access:

- It is required that parents have been given an Access ID and Password either on the individual student Access Accounts page or by using the ID/Password Assignment group function. Also, the Enable Parent Access button must be selected.
- The information the parent will need to create their own login includes the following:
 1. The exact contents of the LastFirst field from the STUDENTS table. (Must match exactly)
 2. The Access ID from the Access Accounts page.
 3. The Access Password from the Access Accounts page.

Student Access Account	
Enable Student Access	<input type="checkbox"/>
Student Username	<input type="text"/>
Student Password	<input type="text"/>
Access Keys	
Enable Parent Access	<input checked="" type="checkbox"/>
Access ID	<input type="text" value="Lewis"/>
Access Password	<input type="password" value="•••••"/>
Parent Access Accounts	
Mary Lewis	Edit Remove Add

[Auto-assign IDs and Passwords for this student](#)

4. The blue link to “Autoassign ID’s and Passwords for the Student” will utilize the settings found on the Group Function Assign ID’s and Passwords page.

This information can be delivered to the parent via a letter; the field names for the above fields are as follows:

- Student_Web_ID (Student)
- Student_Web_Password (Student)
- Web_ID (Parent)
- Web_Password (Parent)

The parent will need to access the public portal on your server, then click on

[Create Account](#)

:

Parent Sign In

Username

Password

[Having trouble signing in?](#)

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.](#)

Next, the screen shown below will appear:

Create Parent Account

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must:
 •Be at least 6 characters long

The parent will need to enter their first & last name, email address (must be unique), a username, a password, and then re-enter the password:

First Name

Last Name

Email

Desired Username

Password Strong

Re-enter Password

Password must:
 •Be at least 6 characters long

- In the lower pane, under “Link To Student Accounts”, the Access ID and Access Password as provided by the administration, and as found on the student’s Access Accounts page must be entered and EXACTLY MATCH the info provided. Students linked to parents can be enrolled in any school in the district.

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. Lopez, Brandon P	starwars2	•••••	Mother
2. Lopez, Hector O	starwars3	•••••	Mother
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			-- Choose

- Click ENTER
- The parent will then be required to log in with the newly created username/password.

PowerSchool

Brandon Hector

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration

Grades and Attendance Standards Grades

Grades and Attendance: Lopez, Brandon P

Exp	Attendance By Class														Absences	Tardies
	Last Week					This Week					Course	Q1	Q2	S1		
	M	T	W	H	F	M	T	W	H	F						
1(A)											Speech Lura, Colleen R	--	--	--	0	0
2(A-B)											Environmental Science Ngyuen, Jerry M	--	--	--	0	0
3(A)											Swimming Sand, Victor E	--	--	--	0	0
4(A)											Phvs Frl 12	--	--	--	0	0

- In the upper left corner of the parent portal, the parent may toggle between the students whose names appear by clicking on the name.

Adding Students after logging in as a Parent

- Click on Account Preferences; click the Students tab.
- Click "Add +".
- Enter the information on the student to be added, per the above instructions.
- Click Submit.

The parent should now see the newly-added student's name:

Removing a Student from the Parent Page.

- Select the Student
- Go to the Access Accounts page
- Blank out the Parent ID and Parent Access Password or change to new values.

Passwords

Bruce, Cody L. 9 420100960 EHS

When Removing a student from the parent account, this is the Access Codes you are changing.

Student Username	8358
Student Password	TPEJ
Parent ID	test5
Parent Access Password	test5

Parent Portal Form Letter

Once students and/or parents have been assigned access ID's and passwords, and the single sign-on feature has been enabled, you may want to print and mail letters explaining to parents and students how to access the Parent and Student portals.

Here is a sample letter that could be used and customized:

<P>To the parents of ^(first_name) ^(last_name):</P>

Homerroom: ^(home_room)

<P>The administration and staff at ^(schoolname) are excited to announce that we are at the point where we can provide you and ^(First_name) with access to ^(first_name)'s current grades and attendance via the internet. To access this information you will need to follow these steps:<P>

1. Open the internet browser on your computer

2. Type <https://district.ps.nwoca.org/public> into the address bar

3. When the new window appears, you will need to go to the lower part of the screen that says CREATE AN ACCOUNT . Complete all the information under "Create Parent / Guardian Account". Under the "Link Students to Account" enter your account info found under step #5. You may also add all your students at this time if you have all their account numbers. Type the Username and Password exactly as they are printed below (both are case sensitive). It is advisable that you keep your username and password secure and not share it with anyone else.

4. View the information.

5. Remember to log off when you are finished.<P>

Your Confidential ID is: ^(Web_ID)

Your Password is: ^(Web_Password)</P>

<P>Either you or ^(First_name) may track academic progress from any location that has internet access. You and ^(First_name) have separate passwords. If you do not have internet access, the public library has computers open to access your child's records. Please keep your passwords confidential so only you can access the information.</P>

<P>The Grades and Attendance tab will allow you to check assignments and scores by clicking on the blue percentage across from a class. The Grades History tab will show you the grades your child received in previous grading periods. The Teacher Comments tab is used to access current teacher comments for your student and the School Bulletin tab has current announcements for our school

<P>If you have any questions regarding the use of PowerSchool please contact the school office at ^([39]schoolphone).</P>

<P>^(First_name)'s ID and Password is listed below. Detach it and give it to ^(First_name).

<P>^(First_name)'s Confidential ID is: ^(Student_Web_ID)

^(First_name)'s Password is: ^(Student_Web_Password)</P></BODY>

</HTML>