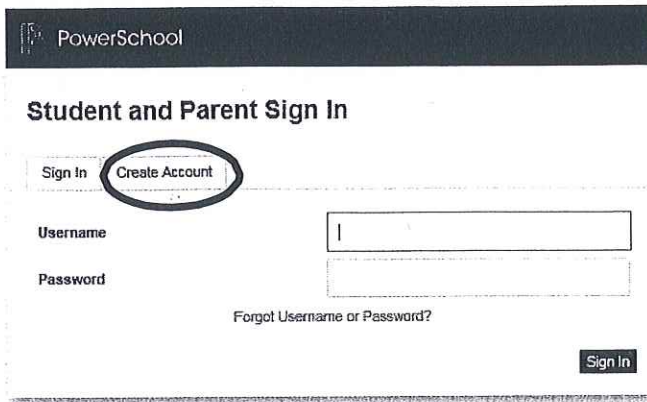


POWERSCHOOL PARENT PORTAL SETUP AND ACCESS INSTRUCTIONS

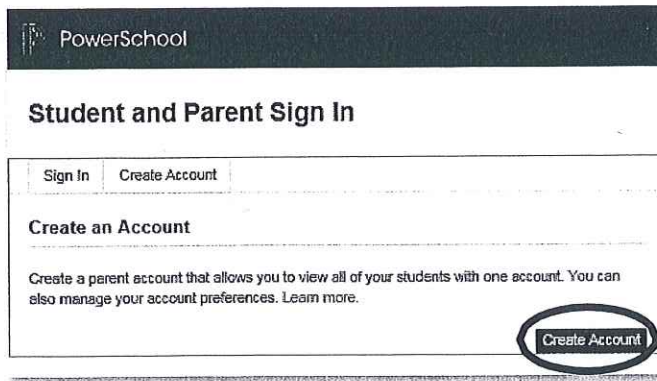
1) Open an internet browser on your computer and enter <https://bainbridge.powerschool.com/public> in the address bar.

2) Click on the **Create Account** tab:



The screenshot shows the PowerSchool login page. At the top, there is a dark header with the PowerSchool logo. Below the header, the title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" and "Create Account". The "Create Account" tab is circled in red. Below the tabs, there are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form area.

3) Click on the **Create Account** button at the bottom of the box:



The screenshot shows the "Create an Account" page. At the top, there is a dark header with the PowerSchool logo. Below the header, the title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" and "Create Account". Below the tabs, the heading "Create an Account" is shown. A paragraph of text reads: "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.](#)". At the bottom right of the form area, there is a "Create Account" button, which is circled in red.

- 4) Create the Parent Account. Type in your **First Name**, **Last Name** and **Email Address** in the fields provided. Create a **Username** and **Password** of your choice. **The password must be at least 7 characters long.** You and your student will have separate passwords. It is advisable that you keep your username and password secure and not share it with anyone else.

The screenshot shows the 'Create Parent Account' form in the PowerSchool system. The form is titled 'Create Parent Account' and has a sub-section 'Parent Account Details'. It contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. A red arrow points to the 'Password' field with the text 'Password must be at least 7 characters long'. Below the 'Re-enter Password' field, there is a note: 'Password must: *Be at least 7 characters long'.

- 5) Link students to account. Enter your child's first and last name in the **Student Name** field. In the **Access ID** field, enter your **Confidential ID** and your **Password**, which was provided to you in the letter from the school.

Select the **Relationship** that you have to the student from the drop down menu. Repeat this process in the subsequent fields on this screen to add other students to your parent account.

The screenshot shows the 'Link Students to Account' form. It has a title 'Link Students to Account' and a sub-section 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. There are two numbered sections, '1' and '2'. Each section contains four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' field is a dropdown menu with '-- Choose' and a checkmark icon. Red arrows point to the 'Access ID' and 'Access Password' fields with the text 'Enter "Your Confidential ID" from the school letter' and 'Enter "Your Password" from the school letter' respectively.

- 6) Click Enter and you should see a message indicating that your account was created.


7) If you already have a PowerSchool account, you can add your new student to that account.

a) Sign in to your current account

b) Go to Account Settings  Account Preferences

c) Select the Students tab and Add, then enter the information you were provided

Account Preferences - Students

Profile | Students 

My Students



To add a student to your Parent account, click the ADD button.

1.

Add Student

Student Access Information

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose ▾

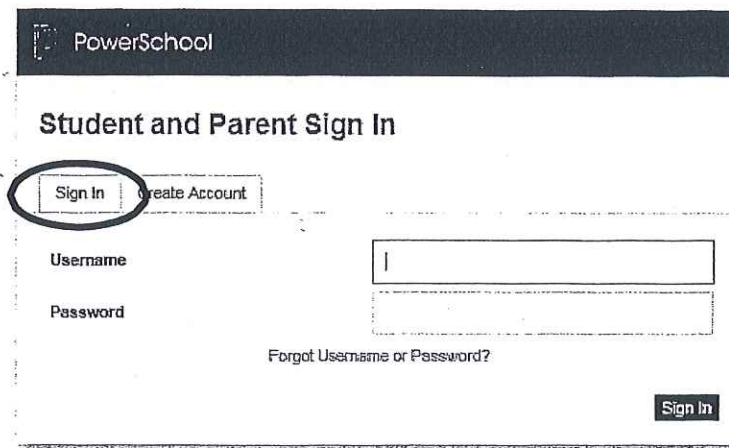
 

Enter the students First and Last name then the Access ID and Password you were provided in the Parent Portal letter and choose your relationship to the student

To view your child's academic program and attendance in PowerSchool

A) From your computer:

- 1) Return to <https://bainbridge.powerschool.com/public>
- 2) Under the **Sign In** tab, enter the **Username** and **Password** that you created in Step 4, above, and click on **Sign In**.



The screenshot shows the PowerSchool login interface. At the top, there is a dark header with the PowerSchool logo. Below the header, the title "Student and Parent Sign In" is displayed. There are two buttons: "Sign In" (circled in red) and "Create Account". Below these buttons are two input fields labeled "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form area.

B) From your mobile device:

- 1) Download the appropriate app for your iOS device (iPad, iPhone) or Android device (Smartphones by Motorola, HTC, Samsung and Sony).
- 2) When prompted, enter the access code **TQHF** and your Username and Password to complete the setup.