

PowerSchool Parent Access Instructions

To Create Your PowerSchool Account

1. Open a web browser and go to the PowerSchool page <http://archbalt.powerschool.com/public>
2. Click the Create Account Tab

PowerSchool SIS

Student and Parent Sign In

Sign In **Create Account**

Username

Password

[Forgot Username or Password?](#)

3. Click the **Create Account** button.
4. Fill in Parent Information (First Name, Last Name, Email Address, Desired Username, and Password). Please note that the password must be 8 characters long. If your desired username is already in use you will receive an error message and will need to choose another username.

PowerSchool SIS

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must: •Be at least 8 characters long

5. Link your student(s) information to the new account by adding the student's First and Last name and their access ID and Password. The Access ID and Access Password can be found in the attached PowerSchool Letter. If you have more than one student in grades 3-8 you can add them all to the account.

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

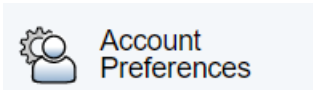
Access Password

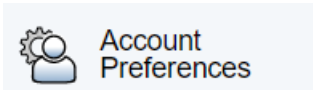
Relationship -- Choose ▾

6. Once all student information is filled out click "Enter" at the bottom of the screen.
7. You will be returned to the first screen and then be able to log in with your new username and password.

To add a student to an existing PowerSchool Account

1. Open a web browser and go to the PowerSchool page <http://archbalt.powerschool.com/public>
2. Login to PowerSchool by entering your username and password and clicking the Sign In Button



3. Click  on the left hand side of the screen.
4. Click the Students Tab
5. Click the Add Button (right hand side of the screen).
6. Enter Student Name, Access ID, Access Password, and Relationship and Click the OK Button. The Access ID and Access Password can be found in the attached PowerSchool Letter.

Email Preferences

To receive reports of student(s) information e-mail preferences can be set up in Parent Portal.

To Set Up:

- Click on the E-mail Notification icon on the left hand side of screen (4th icon left side)

| Exp | Last Week | | | | | This Week | | | | | Course | Absences | Tardies |
|--------|-----------|---|---|---|---|-----------|---|---|---|---|------------------------------------------------|----------|---------|
| | M | T | W | H | F | M | T | W | H | F | | | |
| 1(A) | - | - | - | - | - | - | - | - | - | - | Phys Ed 11 Potter, Justin Z - Rm: Gym | 2 | 0 |
| 2(A-B) | | | | | | | | | | | Pre-Calculus Carlson, Steven N - Rm: 204 | 1 | 1 |
| 3(A) | - | - | - | - | - | - | - | - | - | - | Beginning Pottery Wright, Scott T - Rm: 111 | 0 | 0 |
| 4(A-B) | | | | | | | | T | | | Chemistry 1 Dombeck, Bartolomeu | 1 | 3 |

- Check the check boxes for the information you wish to receive and select the frequency of the notifications.

View Grades and Attendance

To view current grades and attendance

- Click on the Grades and Attendance Icon
- Anything in BLUE is clickable for more information
- Please note the AM Attendance class shows the daily attendance. Attendance will not be filled out for the different classes.

View Teacher Comments on an Assignment

Directions:

- Click the Grades and Attendance icon
- Click on the Grade for a class
- Click on the BLUE score
- Only assignments with a BLUE score have a comment.

Email Teacher

You may directly e-mail a teacher from Parent Access

Directions:

- Click on the Grades and Attendance Icon
- Click on the teacher's name in BLUE
- This will open up e-mail and allow message to be sent directly to the teacher