St. Teresa of Calcutta School

Parent/Guardian PowerSchool Account Creation Instructions

Parents/Guardians,

Please read this important information so you can access your students' PowerSchool information. Parents/guardians have the ability to create an account that will allow access all your students from a SINGLE LOGIN. You will also be able to create your own Usernames and Passwords.

In order to create a parent account, you will need to go to the PowerSchool login page: click onto the PowerSchool link on the school website on the main menu. You will see the screen to the right.

To create a parent account:

1. Click the **Create Account** tab

2. Click **Create Account**

    a. Enter your name and an e-mail address –The e-mail address MUST be unique. If Parent/Guardians share the same e-mail address, you should only set up one PowerSchool account.

    b. Username – Avoid spaces, apostrophes, and other special characters (ex. /,*,&,#,@)

    c. Password – Avoid spaces and apostrophes. Enter a password that is at least eight characters.

    d. Enter the Name of each of your students to the right of "Student name".

    e. Enter the Access ID and Access Password for each student.

      Access ID's and Access Passwords have been affixed to Page 3.
      Or have been included below if PowerSchool Form Letters are used

    f. Select your relationship to the student. For example, I am the ____ of the student.

3. Click **Enter** when you have completed this information for all of your students.

4. You will receive an email confirmation message when your account has been successfully created.

What do I need to know about logging in to PowerSchool?

- 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 all students. Select the appropriate name to view that student's information.

Please contact your student's office with questions as you create your PowerSchool account. It's going to be a great school year at St. Teresa of Calcutta School.

Kristin Kriener, Principal   Jenni Busarow, Lead Teacher

Access IDs and Access Passwords: