How to Create a Single Sign-On Account for the PowerSchool Parent Portal

Parent Single Sign-On offers many benefits:
Access to multiple students with one sign on
Ability for parents to retrieve their own sign on information
A personalized account for each parent and guardian

1. Before you start creating a single sign-on account make sure to have the access ID and password for each of your students. If the student is a returning student you should have the information already. **If your student is new to the school you can get the information from your school.**

2. Once you have the information go to:
    https://powerschool.bcsc.k12.in.us/public and click on **Create Account**

3. A window will appear.   Fill in the top portion of the window with your Name, e-mail address, and the User Name and Password.

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Create Parent/Guardian Account

First Name
Parent/Guardian → **First Name of Person Creating Account**

Last Name
parent/Guardian Last name → **Last Name of Person Creating Account**

Email
parent/guardian@gmail..com → **E-mail Address of Person Creating Account**

Desired User Name
proudparent → **Desired User Name for Account**

Password
•••••••••••••• Strong → **Password**

Re-enter Password
•••••••••••••• → **Re-enter Password**

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

	Student Name	Access ID	Access Password	Relationship
1.	Son	sdef3	••••••••	Mother
2.	Daughter	scfi6	•••••••	Mother
3.	Daughter	dfgh8	••••••••	Mother
4.				-- Choose
5.				-- Choose
6.				-- Choose
7.				-- Choose

enter

Type first and last name of your student

Type your Parent Access User Name for your student

Type your Parent Password for your student

Select your relationship to the student from drop down menu

5. In this section "Link Students to Account," the information for at least one student needs to be provided, and includes the following:
Student Name
Access ID (previously Guardian Web ID)
Access Password (previously Guardian Web Password)
Relationship

After putting the info in Click Enter

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Grade History   Attendance History   N

John Kristen Lauren

Grades and Attendance

6. If you entered the information correctly you will be returned to the login page with a notice that your account was successfully created. You can now login and you will see your student(s) listed just under the PowerSchool logo in the Parent Portal as seen here. Click on a name to view the individual student information - attendance, grades, test scores… The student you are viewing will be highlighted

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Class Registration **My Schedule** **Balance** **Test Scores** **Account Preferences**

7. If you need to add additional students to your account, you can add them by clicking **Account Preferences** (which is on the top toolbar) and selecting Student. You need to have the access ID and access password for any student you wish to add. **Account Preferences** also allows you to see and change your account information including name, username, account password and email address

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Login

User Name

Password

Having trouble logging in?

Submit

8. If you forget your password click on *Having trouble logging in?*

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Recover Account Login Information

To recover your account login information, provide the information below.

Forgot Password?	Forgot User Name?

User Name

Email Address

Enter

9. Click on the first tab if you forgot your password or click on the second tab if you forgot your user name.

Please protect your Access ID and Access Password for your student(s)