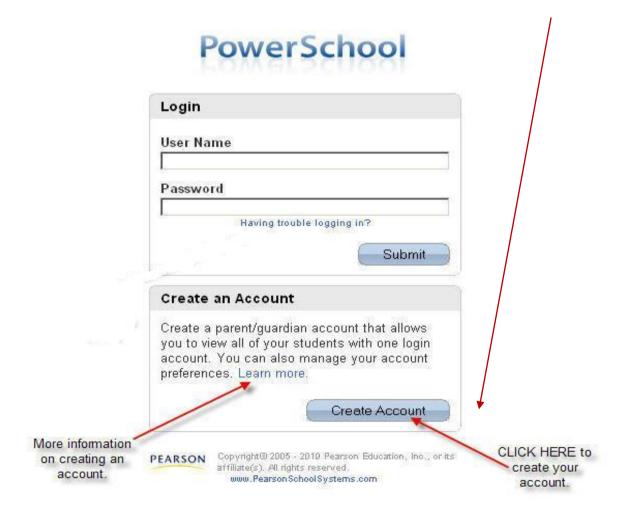
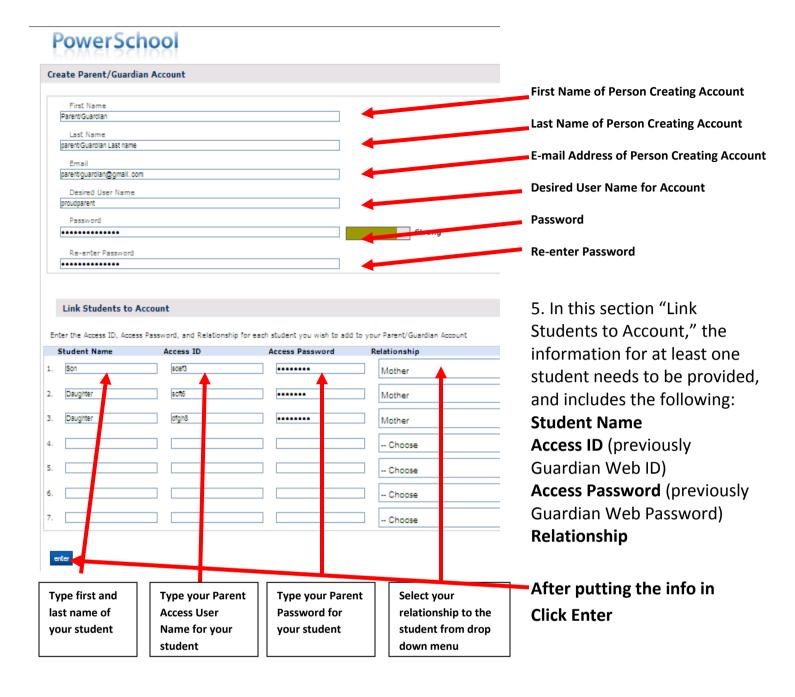
## How to Create a Single Sign-On Account for the PowerSchool Parent Portal

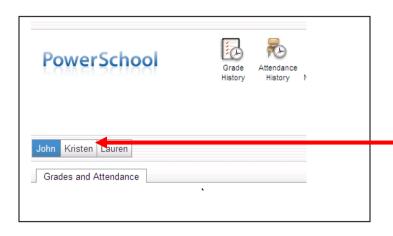
Parent Single Sign-On offers many benefits:
Access to multiple students with one sign on
Ability for parents to retrieve their own sign on information
A personalized account for each parent and guardian

- 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: <a href="https://powerschool.bcsc.k12.in.us/public">https://powerschool.bcsc.k12.in.us/public</a> 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.

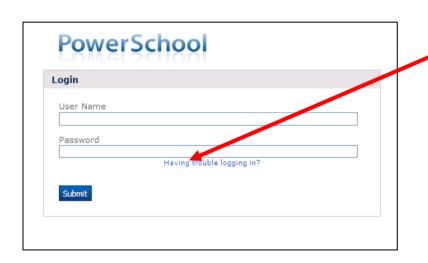




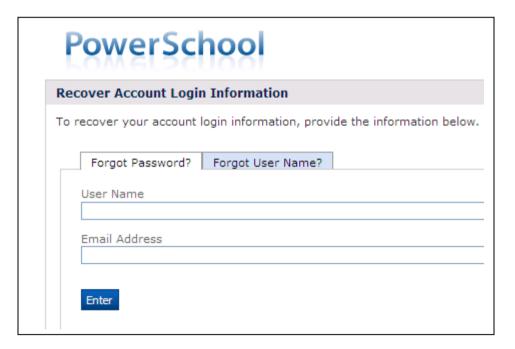
6. If you entered the information correctly you will be returned to the login page with a notice that your account was successfully created. You can now login and you will see your student(s) listed just under the PowerSchool logo in the Parent Portal as seen here. Click on a name to view the individual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



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



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



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)