

# PowerSchool Parent Portal

## Single Sign On Information & Instructions

A parent (or legal guardian) account allows you to view the information for one or more of your students with a single login.

To create a parent account, you will need the following information:

- **Name** – Your first and last name
- **Email** – Your email address. Student notifications and correspondence related to your parent account will be sent to the email address you enter.
- **Desired Username** – Your username will be your unique PowerSchool identity used for login.
- **Password** – This will be the password used along with the username to access your portal account.
- **Student Access Information** – Information you **MUST** have for each student you wish to include.
  - **Student Name** – First and Last
  - **Access ID** – This is provided to you from the school office
  - **Access Password** – Also provided to you from the school office
  - Your relationship to the student

\*To receive Access ID and Access Password credentials, a photo ID may be required to verify your right to view student information; or a letter with the information can be sent to the home address on file.

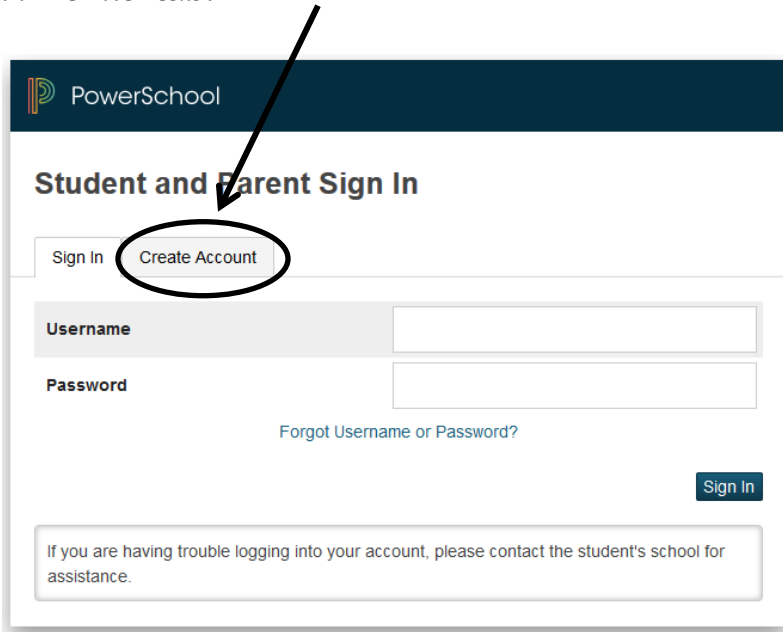
## Step-by-Step How-To Instructions

To begin using the parent portal, you must first create your account and then link all of your students to that account. As an aid to help you through this process, just follow the steps below. This only needs to be completed one time.

Each parent/legal guardian may use and share the same account, or create separate accounts and individually customize account preferences.

## Step 1.

Go to <https://pswcsd.cliu.org/public/home.html> using any browser and click the “Create Account” tab.



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### Student and Parent Sign In

Sign In **Create Account**

Username

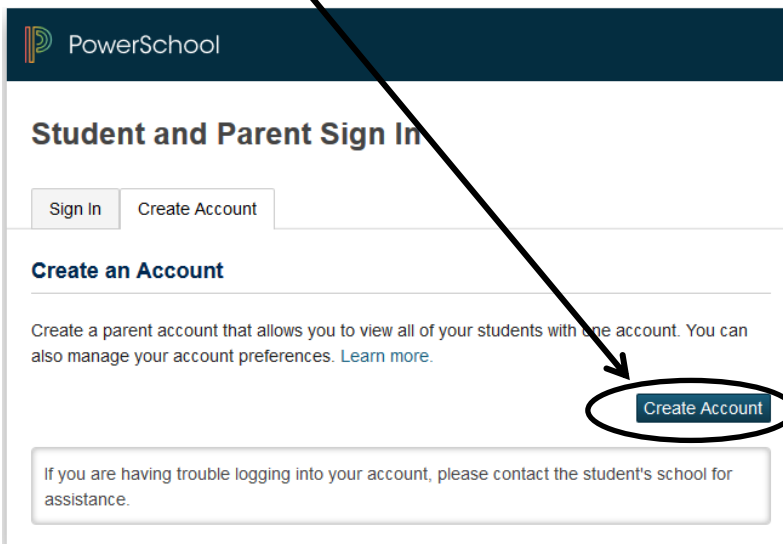
Password

[Forgot Username or Password?](#)

**Sign In**

If you are having trouble logging into your account, please contact the student's school for assistance.

Then click “Create Account”



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### Student and Parent Sign In

Sign In **Create Account**

#### Create an Account

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.](#)

**Create Account**

If you are having trouble logging into your account, please contact the student's school for assistance.

## Step 2:

Complete the Create Parent Account information, note the password requirement. The username and password are created by the parent.

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### Create Parent Account

Parent Account Details

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must be at least 3 characters long

## 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

2

Student Name

Access ID

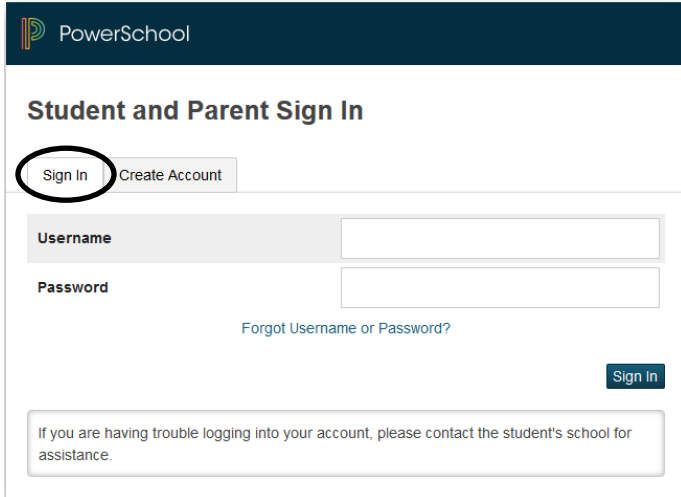
Access Password

Relationship

For “Student Name” enter the first and last name. Using the credentials provided to you by the school office, enter the “Access ID” and “Access Password”. **Note that this will be unique for each student and only needs to be entered once.** Click on “Relationship” to select your relationship to that student. Do this for each student, using the Access ID & Password associated to that student. You can add up to 7 students on the initial login screen.

### Step 3:

Now when you logon, use the username and password you created. You want to do this from the Sign in screen.



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### Student and Parent Sign In

[Sign In](#) [Create Account](#)

Username


Password

[Forgot Username or Password?](#)

[Sign In](#)

If you are having trouble logging into your account, please contact the student's school for assistance.

Once logged in, you will see the student's first names listed across the top left allowing you to easily select the desired student by clicking on their name.



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Welcome, Kayla | [Help](#) | [Sign Out](#)

Kayla

Alerting

SwiftReach  
SwiftK12

Navigation

### Grades and Attendance:

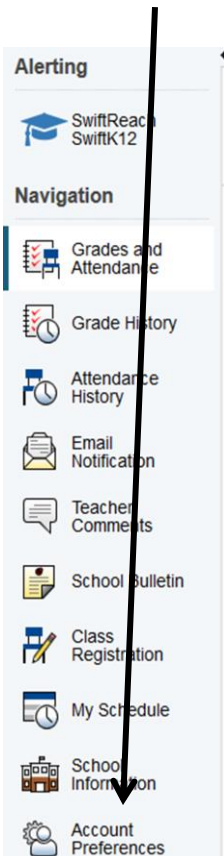
[Grades and Attendance](#) [Standards Grades](#)

## Linking Additional Students After You Have Created Your Account

If you did not have the Access ID & Password for one or more of your students at the time you created your account, or if you have more than seven students attending schools in Whitehall-Coplay School District you may add them by following the steps below.

### Step A:

Login to PowerSchool Parent Portal using your username/password and click “Account Preferences”



### Step B:

Click the “Student” tab and then click add.

Account Preferences - Students

The image shows the 'Account Preferences - Students' page. At the top, there are two tabs: 'Profile' and 'Students'. The 'Students' tab is circled in red. Below the tabs is a section titled 'My Students' with the text 'To add a student to your Parent account, click the ADD button.' and a list of students. In the top right corner, there is a blue 'Add' button. An arrow points from the text 'click add' to this button.

### Step C:

Enter the information into the boxes as in Step 2 above.

The image shows the 'Add Student' dialog box. The title bar is highlighted in grey. Below the title bar is a section titled 'Student Access Information'. It contains four fields: 'Student Name' (text input), 'Access ID' (text input), 'Access Password' (text input), and 'Relationship' (dropdown menu with '-- Choose' selected). At the bottom right, there are 'Cancel' and 'OK' buttons.

### Step D:

Repeat this process to add any remaining students.