

PowerSchool Parent Single Sign On

This guide will walk you through the creation of a parent account in PowerSchool and adding students to that account.

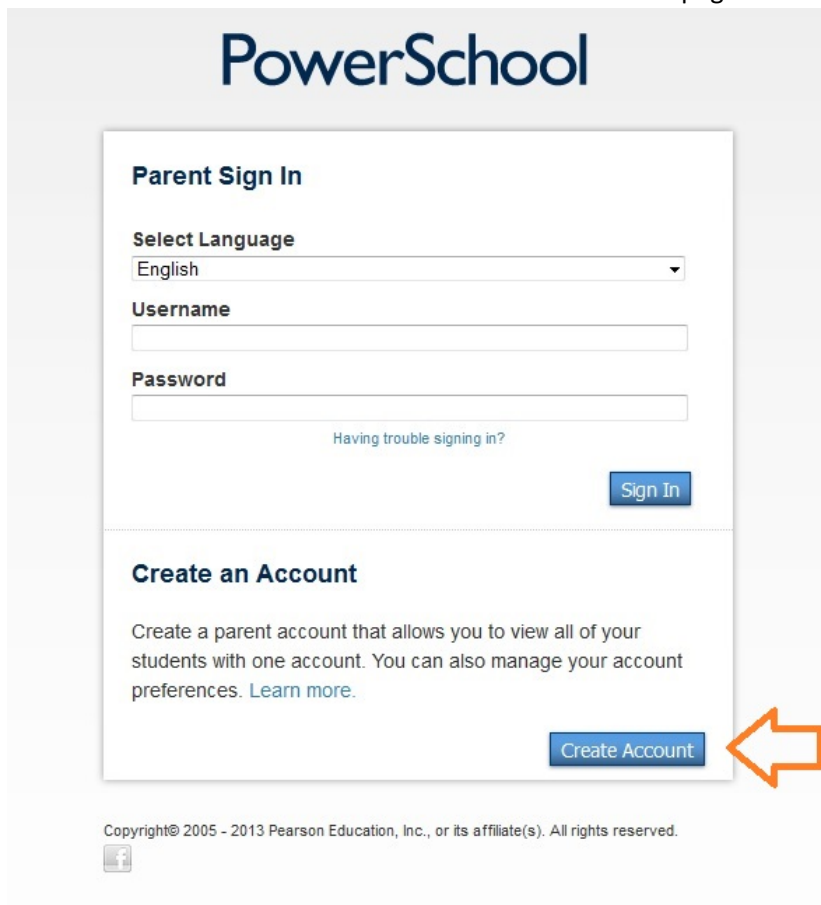
Required Information

1. The Full Name of your student from the PowerSchool Welcome Letter
2. **Parent** Access ID and Access Password found on the PowerSchool Welcome Letter
3. An Email Address

Creating the Parent Account

This section will walk you through creating a parent account. You will only need to do this once. Once the account is created you will need to assign your child/children to the account.

1. Navigate to <https://powerschool.sonomavly.k12.ca.us/> in your web browser
2. Click on the Create Account button at the bottom of the page



The screenshot shows the PowerSchool website interface. At the top, the 'PowerSchool' logo is displayed. Below it, there is a 'Parent Sign In' section with a 'Select Language' dropdown menu (set to 'English'), 'Username' and 'Password' input fields, a 'Having trouble signing in?' link, and a 'Sign In' button. Below the sign-in section is a 'Create an Account' section with a brief description and a 'Learn more' link. A blue 'Create Account' button is located at the bottom right of this section, with an orange arrow pointing to it from the right. At the bottom of the page, there is a copyright notice: 'Copyright© 2005 - 2013 Pearson Education, Inc., or its affiliate(s). All rights reserved.' and a small square icon.

3. Enter your information into the Create Parent Account screen

| Field Name | Data |
|-------------------|---|
| First Name | Parent's First Name |
| Last Name | Parent's Last Name |
| Email | Parent's Email Address |
| Desired Username | Parent's Username for PowerSchool. This will be your Username when you log in to PowerSchool. |
| Password | Parent's Password for PowerSchool. The password must be 7 characters long and contain each of the following: one uppercase letter, one lowercase letter, one number, and one special character. |
| Re-enter Password | Re-enter the password entered above |

- For each student to be associated with the account, enter the following information.

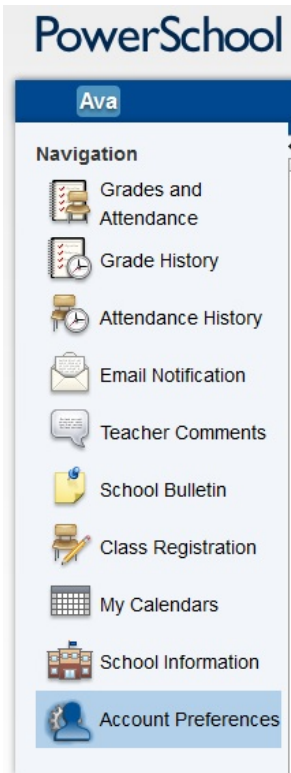
| Field Name | Data |
|-----------------|--|
| Student Name | STUDENT'S First and Last Name from the Welcome Letter |
| Access ID | PARENT'S Access ID from the Welcome Letter |
| Access Password | PARENT'S Access Password from the Welcome Letter |
| Relationship | Choose the relationship of the student being added to the parent |

- Repeat Step 4 for each student to be associated with the account.
- When you have entered all the students associated with your account. Click the Enter button in the bottom right corner.
- You will be taken back to the login screen. Proceed to log in with your newly created username and password.

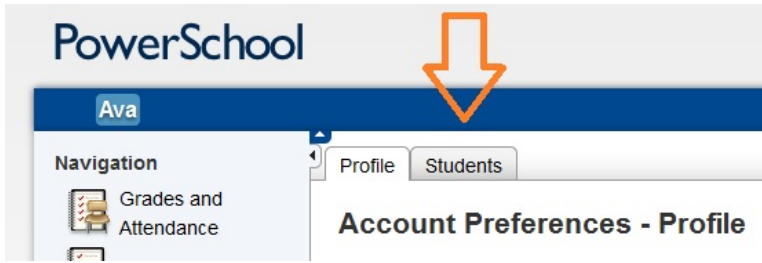
Adding a Student to your Existing Account

This section will walk you through adding a student to your account in the Parent Portal portion of PowerSchool.

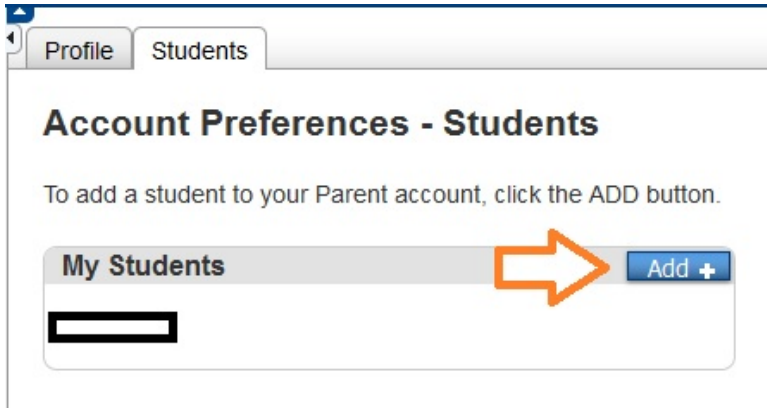
- Log in to PowerSchool
- Select the Account Preferences icon on the left



- Click on the Students tab



- In the My Students box click the Add button



- Fill out the information from step 4 above

The screenshot shows a dialog box titled 'Add Student'. It has a close button (X) in the top right corner. The dialog contains four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' field is a dropdown menu currently set to '-- Choose'. At the bottom of the dialog are 'Cancel' and 'Submit' buttons.

- Click the Submit button.

Parent Password Rules

| Password Rule | Value |
|--------------------------|---|
| Minimum Password Length | 7 Characters |
| Minimum Complexity Rules | 1 Upper Case Letter 1 Lower Case Letter 1 Number 1 Character |
| Password Expiration | 365 Days (1 Year) |
| Password Reuse Rule | 5 Previous Passwords |
| Account Lockout Rule | 5 Invalid Login Attempts |