



PowerSchool Parent Portal Instructions

Before you start:

You will need to have your child's Access ID (district student ID #) & district Password (the same one they use at school) to proceed with step 1. If you have more than one child attending SDUSD schools, you will need this information for each child. You may either ask your child for this information, or you may contact your child's school. For Clairemont High students, please send an email request to counseling or our front office with "*Parent PowerSchool access request*" in the subject line. Please remember to include your student's name in the body of the email. Please note that it can take up to 48 hrs. to receive a response.

Steps for Creating a Parent Account:

1. Open a new web browser page and enter this web address for the **PowerSchool Parent Portal**: <https://powerschool.sandi.net/public/>
2. Click **Create Account**.
3. In the Create Parent Account area at the top of this window, enter the following:
 - Your First & last name
 - Desired Account Username (parent choice)
 - Desired Account password (parent choice)
 - A **valid** email account address(You will use this username & password every time you log into the **PowerSchool Parent Portal**)
4. In the "Link Students to Account" section enter your child's information:
 - Your child's First & Last Name in the Student Name field
 - Your child's Access ID (student ID #) in the Access ID field
 - Your child's Access Password (district password) in the Access Password field.
 - Choose your Relationship to your student from the drop-down menu.
5. If you have other children enrolled in San Diego Unified School district, repeat the steps under #4 for each of your children.
6. After all your information is entered, click on the '**Enter**' button in the lower right corner. If successful, you will receive a message indicating that your account was created. To access your new account, click the PowerSchool link below, enter your username in the blank **Username** field, your password in the blank **Password** field, and click **Sign In**.

(continued)


Note: Even though Account Access is unique for each individual, both parents

and students login to the Parent Portal.

Example:

PowerSchool

Create Parent Account

First Name	<input type="text" value="Ima"/>
Last Name	<input type="text" value="Parent"/>
Email	<input type="text" value="imaparent@email.com"/>
Desired Username	<input type="text" value="imaparent"/>
Password	<input type="password" value="••••••"/>  Weak
Re-enter Password	<input type="password" value="••••••"/>

New password must:

- Be at least 6 characters long

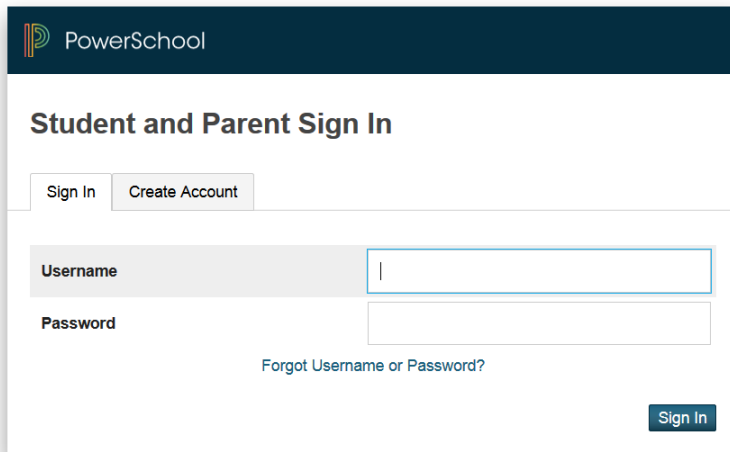
Link Students to Account

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

Student Name	Access ID	Access Password	Relationship
1. <input type="text" value="She Is Mychild"/>	<input type="text" value="parent"/>	<input type="password" value="••••••"/>	<input type="text" value="Mother"/>
2. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
3. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
4. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
5. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
6. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
7. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose

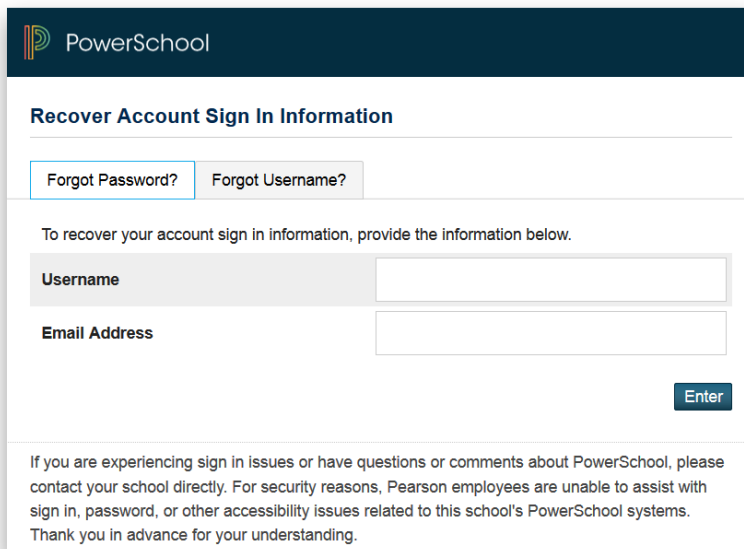
What to do if you forget your password and/or Login ID:

1. Click on the "Forgot User Name or Password?" link:



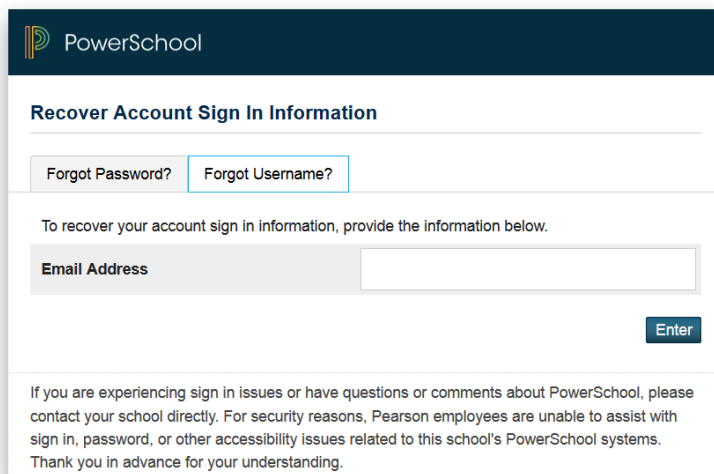
The screenshot shows the PowerSchool login page. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right.

2. On the **Recover Account Sign-In Information** screen, click on the appropriate tab and fill in the requested information. For password recovery you will need to supply your Username (Account Login ID) and a valid email address.



The screenshot shows the "Recover Account Sign In Information" page. At the top is the PowerSchool logo. Below it is the heading "Recover Account Sign In Information". There are two tabs: "Forgot Password?" (selected) and "Forgot Username?". Below the tabs is the instruction: "To recover your account sign in information, provide the information below." There are two input fields: "Username" and "Email Address". An "Enter" button is at the bottom right. At the bottom of the page is a disclaimer: "If you are experiencing sign in issues or have questions or comments about PowerSchool, please contact your school directly. For security reasons, Pearson employees are unable to assist with sign in, password, or other accessibility issues related to this school's PowerSchool systems. Thank you in advance for your understanding."

- 3) For Username (Account Login ID) recovery, a valid email address is all that is required:



The screenshot shows the "Recover Account Sign In Information" page with the "Forgot Username?" tab selected. The instruction "To recover your account sign in information, provide the information below." is present. Only the "Email Address" input field is visible, along with the "Enter" button. The disclaimer at the bottom is the same as in the previous screenshot.