

# To Create an Account in Parent Portal

Go to

<https://gloucester.powerschool.com/public/>

Click → **CREATE ACCOUNT** in lower-left corner of window.

In the NEW Window:

Student Name	Access ID	Access Password	Relationship
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
6. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
7. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>

Then fill out the Section to → **LINK STUDENTS TO ACCOUNT**:

- List Student Name
- Access ID – see letter from your child’s school
- Access Password – see letter from your child’s school
- Relationship – use the drop-down arrow to select the appropriate relationship
- Click ENTER

*In a few moments, a message should appear stating that you have successfully created your account.*

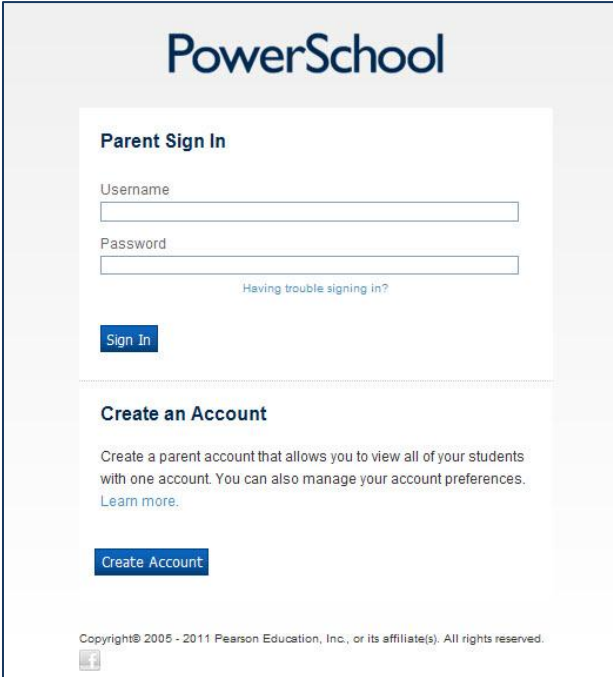
Fill out information in the

→ **CREATE PARENT ACCOUNT Section:**

- First Name
- Last Name
- E-mail address
- Desired Username (this must be unique) – *not the username from the school handout*
  - Password (\*at least 6 characters) – *not the password from the school handout*
- Re-enter Password

### **To ACCESS THE ACCOUNT**

- Go to <https://gloucester.powerschool.com/public/>
- Enter your newly created USER NAME and PASSWORD in the PARENT SIGN-IN section
  - This is the UserName and Password you just created (not the one from the school handout)



The screenshot shows the PowerSchool website interface. At the top, the 'PowerSchool' logo is displayed in blue. Below the logo, there are two main sections: 'Parent Sign In' and 'Create an Account'. The 'Parent Sign In' section includes a 'Username' field, a 'Password' field, a 'Having trouble signing in?' link, and a blue 'Sign In' button. The 'Create an Account' section includes a brief description: 'Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences.' followed by a 'Learn more.' link and a blue 'Create Account' button. At the bottom of the page, there is a copyright notice: 'Copyright © 2005 - 2011 Pearson Education, Inc., or its affiliate(s). All rights reserved.' and a small social media icon.

See the [Pearson – Using the Parent Portal Quick Reference Card](#) for more information on how to use the Parent Portal – for grades, attendance and so much more.

### **Note:** (after you have created your account)

- Parents can add students to the account by clicking ACCOUNT PREFERENCES on the navigation bar.
- The EMAIL NOTIFICATION tab in the navigation bar lets you select or clear items you wish to see in the report.
- To view current grade and attendance information
  - Click GRADES and ATTENDANCE
  - Click SHOW Dropped Classes also (if desired)
  - Assignment information (if included by the teacher) shows as a link – click the assignment name.
  - To view grades only – click the GRADE HISTORY tab
  - To view attendance only – click ATTENDANCE HISTORY