

# How to Sign Up for the Parent Portal

## THE PARENT PORTAL

PowerSchool's Parent Portal has single sign-on for parents/guardians, which means you now have your own individual parent/guardian account, including user name and password. Your child's school will provide you with a letter (one letter for each of your children) that contains the following information for your child:

1. The Parent Portal website location: <http://ldcsb.powerschool.com/public>
2. The confidential Access ID: e.g. Smith578
3. A confidential Access password: e.g. DY487

## CREATE AN ACCOUNT

Follow these steps to create an account for the Parent Portal and link your children to your account.

1. Enter the website address into your browser (e.g., Internet Explorer, Firefox, etc.).
2. Click on **Create Account**.
3. Enter your first and last name.
4. Enter your email address; this is the email address to which all notices from the school are sent.
5. Enter a user name of your choice, which you will use each time to access the Parent Portal.
6. Enter a password. As you type your password, PowerSchool determines the strength of the password and you have a visual display of the strength from weak, to better to strong. The stronger the password, the more secure it is. Choose a password that you can remember but that is difficult for others to guess.

PowerSchool  
Student - Parent Portal Sign in  
Username  
Password  
Having trouble signing in?  
Sign In

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

Create Parent Account  
First Name: Jane  
Last Name: Smith  
Email: jsmith@gmail.com  
Desired Username: jsmith  
Password: ..... Strong  
Re-enter Password: .....

## LINKING CHILDREN TO YOUR ACCOUNT

The children you can link to your account may be your own children, foster children or any child under your guardianship.

1. Enter the name of your children you wish to have access to (Surname, First Name), each on a separate line.
2. Enter the **Access ID** for each child, as per the letter from their school.
3. Enter the **Access Password** for each child, as per the letter from their school.
4. Select, from the list, your relationship to the child (e.g., "Mother").
5. Click **Enter**.

### 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="Smith, Jeffery"/>	<input type="text" value="Smith578"/>	<input type="text" value="....."/>	<input type="text" value="Mother"/>
2. <input type="text" value="Smith, Rachel"/>	<input type="text" value="Smith326"/>	<input type="text" value="....."/>	<input type="text" value="Mother"/>

Any parent or guardian who receives a letter from the school may choose to set up their own account to monitor their children's attendance and progress.

## ADDING A STUDENT TO AN EXISTING ACCOUNT

Once your account is set up and your children linked, you may add additional students to your account, please follow the steps below. You will require the additional student's Access ID and Access Password from the school before you proceed.

1. Log into your account.	<p>Parent Sign In</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p>												
2. From the menu items on the left, select <b>Account Preferences</b> .													
3. Select the <b>Students</b> tab.	<p>Profile   <b>Students</b></p> <h3>Account Preferences - Profile</h3>												
4. Click on the <b>Add</b> button.	<h3>Account Preferences - Students</h3> <p>To add a student to your Parent account, click the ADD button.</p> <p>My Students <span>Add +</span></p>												
5. In the next screen add; <b>Student's name</b> <b>Access ID</b> <b>Access Password</b> Select your <b>Relationship</b> to the student.	<table border="1"><thead><tr><th colspan="4">Add Student</th></tr><tr><th>Student Name</th><th>Access ID</th><th>Access Password</th><th>Relationship</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td>-- Choose</td></tr></tbody></table>	Add Student				Student Name	Access ID	Access Password	Relationship	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
Add Student													
Student Name	Access ID	Access Password	Relationship										
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose										
6. Click <b>Submit</b> .	<p><input type="submit" value="Submit"/></p>												

Repeat if adding more than one additional student.