

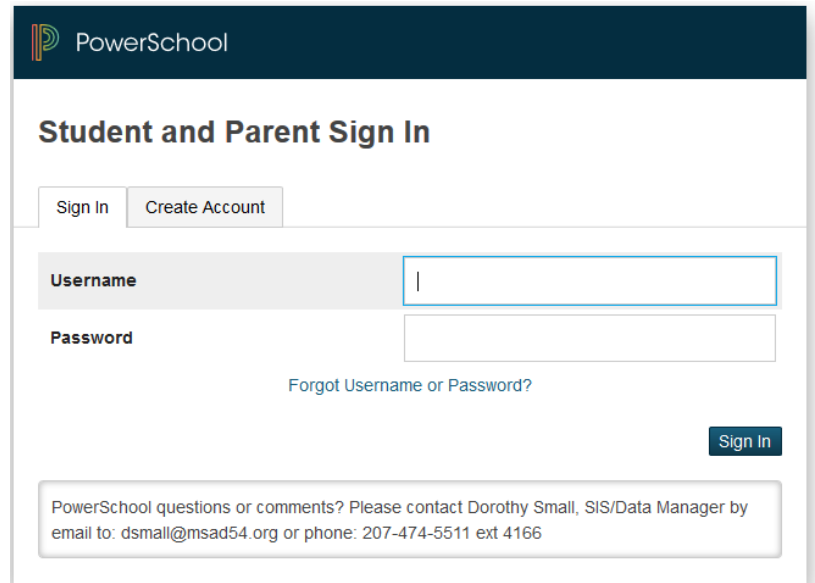
POWERSCHOOL PARENT (SSO) ACCOUNT DIRECTIONS FOR FORGOTTEN OR LOST ACCESS INFORMATION AND SINGLE SIGN ON

If you as a parent or guardian are unable to access your account for PowerSchool, please follow the directions below.

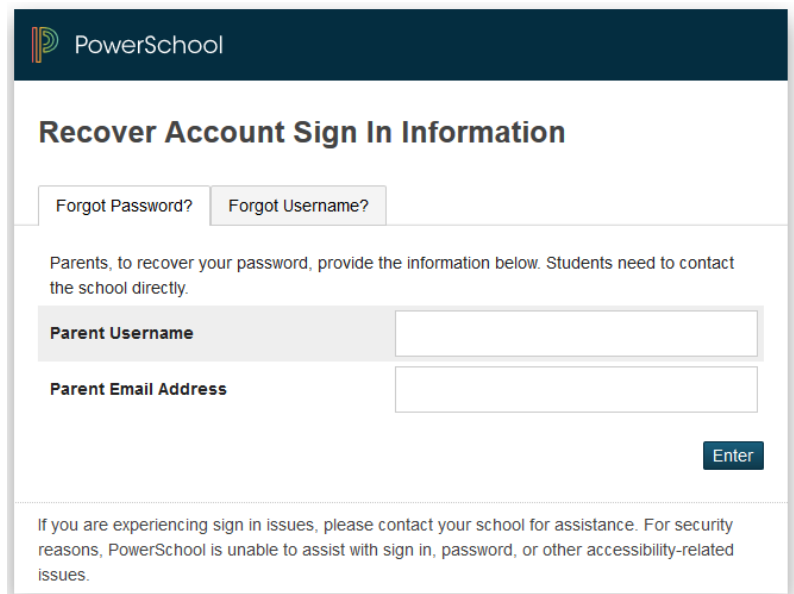
Forgot your account information:

1. Go to Parent/Public login portal:
<https://powerschool.msad54.org/public/>
2. Click Forgot Username or Password
3. Choose correct tab
 - a. Forgot Password
 - b. Forgot Username
4. Enter the requested information (Note: the email address must be the one we have on file for you.)
5. You will receive information in an email that will help you reset your password

If you would like to connect your account to multiple student accounts, please drop down to # 7 in this guide.



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. At the bottom of the page, there is a contact information box: "PowerSchool questions or comments? Please contact Dorothy Small, SIS/Data Manager by email to: dsmall@msad54.org or phone: 207-474-5511 ext 4166".



The screenshot shows the PowerSchool "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 a text block: "Parents, to recover your password, provide the information below. Students need to contact the school directly." Below this are two input fields: "Parent Username" and "Parent Email Address". An "Enter" button is at the bottom right. At the bottom of the page, there is a text block: "If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues."

Setting your PowerSchool Account for Single Sign On access to all your student accounts.

6. Click **Create Account**

Enter your information. **Please note:** The Access ID and Password can be found on the Emergency Card at the High School. If you no longer have this or if you have students in other schools with in the District and do not know the Parent Access ID and Password for them please contact the main office at your child's school.

What you are creating here is a Single Sign On account that links multiple parent login accounts to a single account.

7. You may add **up to 7 students** to a SSO account. Click **ENTER** when you have finished entering all students you wish to link to your SSO account. *Note: If you have more students you wish to add to the account at a later date, you will be able to add them after your SSO account is set up so do not worry if you only want to add 1 or 2 to start and add the rest later.*
8. Enter an email address for the parent. ****This email address must match the one we have on file in your student's PowerSchool records.**
9. Enter a Username (Must not have apostrophes can not be an email address)
10. Make your own Parent Password (Must not have apostrophes and must be a least 8 characters long.) Reenter the same password to verify accuracy.
11. Scroll down to the Link Students to Account section.
12. Enter the name of each student you wish to view.
13. Enter the unique Parent ACCESS ID and ACCESS PASSWORD for each student. **Note:** These are case sensitive. Clcik the ENTER button when done.

Your parent ACCESS ID and ACCESS PASSWORD for each of your children at the High School was printed on their Emergency Card. If you no longer have this or if you have students in other schools with in the District and do not know the Parent Access ID and Password for them please contact the main office at your child's school.

14. When your SSO account is successfully created, you will see the following message: **Congratulations! Your new Parent Account has been created.**

Enter your Username and Password to start using your new account.

Please note that *if you do not enter your Parent credentials correctly, for one or more students, the account will NOT be created.* You will need to try again.