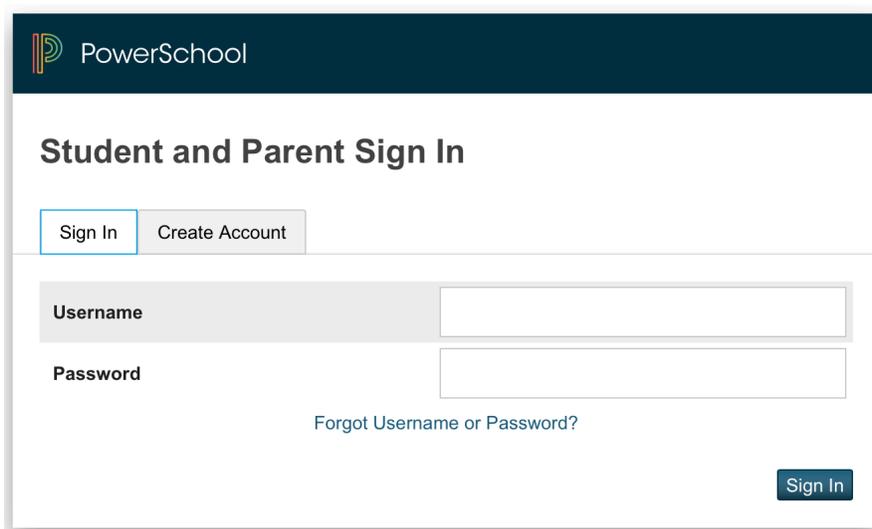


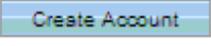
Parent Single Sign-On Quick Reference Guide

Central Union School District uses a web-based program called PowerSchool for attendance and grades. Each parent/guardian is able to create an account with a username and password of their choosing. All students from the family may be assigned to the account for ease of accessing information.



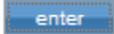
Please use the following directions for creating your parent/guardian account. Note: students are provided with their own account for tracking their grades.

The web address for Central Union School District parents/guardians to login to PowerSchool is: <https://powerschool.central.k12.ca.us/public/home.html>

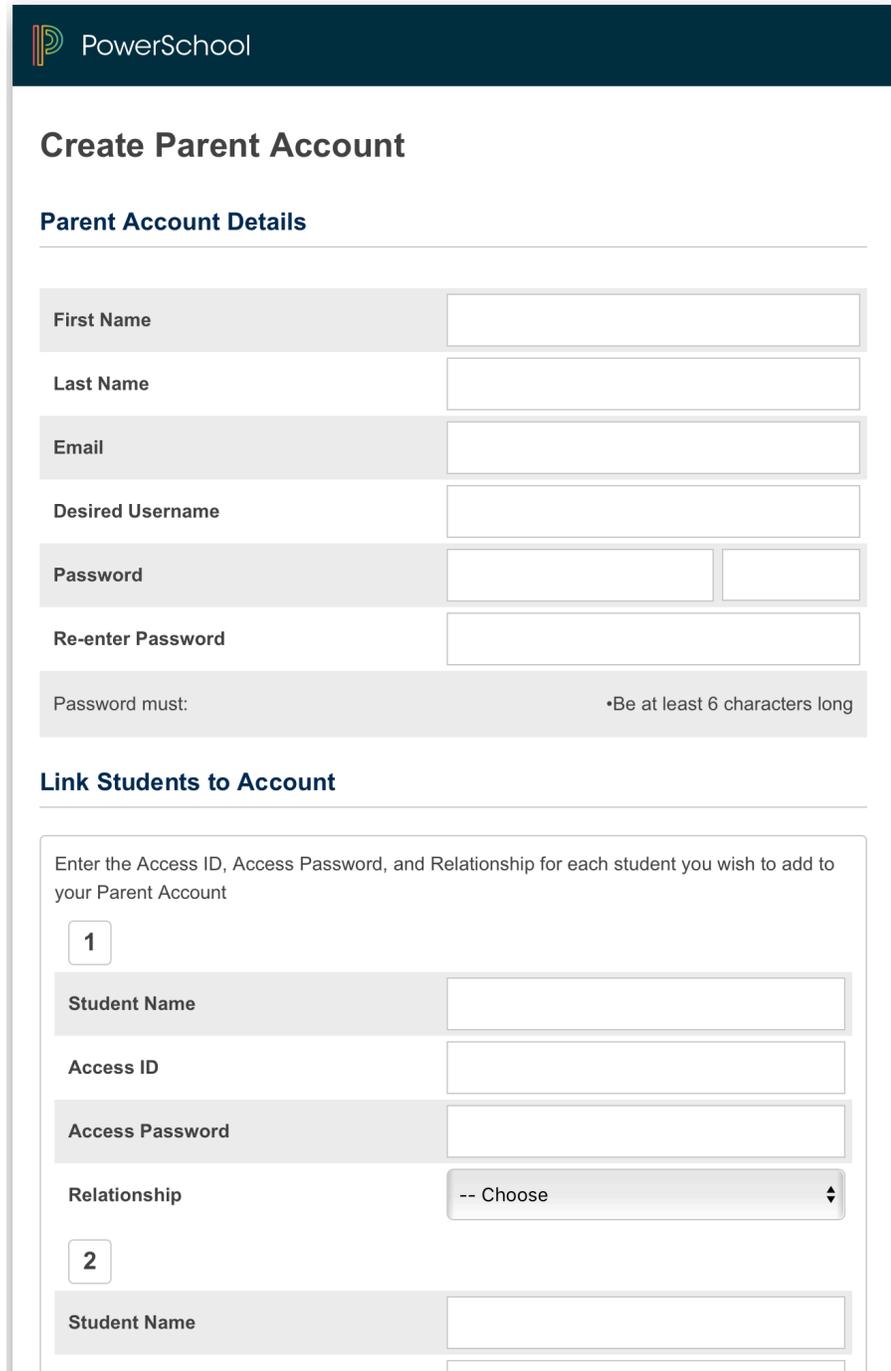
To get started, click on  on the login page as indicated in the snapshot.

The first section on the new page, , requires you to enter the following information necessary to establish your new parent/guardian account: your first and last name, the email address you wish to use to receive communications from PowerSchool, and a unique username and password with which you will use to login to PowerSchool. Keep the username simple, using letters and numbers, no spaces. The password must be at least 6 characters. Re-enter the password to ensure you did not mistype it the first time. Understand that your password is the key to securing your account. Do not share your account information with anyone! **Each parent/guardian may create their own account.** The stronger the password, the more secure it is. Using a combination of letters, numbers, punctuation and symbols will produce a stronger password.

The second section on this page, , requires you to enter the following information for at least one student: student's name, access ID (provided by school), access password (provided by school), and your relationship to the student. **The password is case-sensitive.** Be sure to enter the access ID and password exactly as provided to you or you will receive an invalid information error. You may enter the information for up to seven students. If you have more than seven students you will need to create more than one account.

Be sure to click on  to save your account information! Below is a snapshot of a sample account.

As you save your information, you will receive an error message if any piece of information is missing or incorrect. If you receive an error, be sure to correct or fill in missing information, retype your password and access passwords and save once more. Once you have successfully created your new account, use your new username and password to login to PowerSchool.



The screenshot shows the PowerSchool 'Create Parent Account' form. At the top is the PowerSchool logo. Below it is the title 'Create Parent Account'. The form is divided into two main sections: 'Parent Account Details' and 'Link Students to Account'. The 'Parent Account Details' section contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password' (with a strength indicator), and 'Re-enter Password'. Below these fields is a note: 'Password must: •Be at least 6 characters long'. The 'Link Students to Account' section has a heading and a sub-heading: 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. It features two numbered student entry forms. The first form, labeled '1', includes fields for 'Student Name', 'Access ID', 'Access Password', and a 'Relationship' dropdown menu currently set to '-- Choose'. The second form, labeled '2', has a 'Student Name' field.

If you need to add additional students you may do so after logging in by clicking on the *Account Preferences* icon, clicking on the *Students* tab, and then clicking on . Each of your student's names will show side by side on the navigation bar, on the left below the icons, linking you to available functions in the PowerSchool parent portal for each student. Click the student's name in the navigation bar to view that student's information.