

How to set up a Parent Portal Account for PowerSchool

Parents and guardians can access all of their children's grades and attendance with one logon. Also, parents and guardians will no longer have to share logins as each parent or guardian can set up a unique login and password.

To set up an account you will need an access userid and access password for **each** of your students. Your school provides these codes. If you have not received a letter with these codes, contact your school secretary. **The first time you logon you will need to create an account.** Note: only parents can create an account.

Enter this web address in your browser: <https://ps.mvwsd.org/public>

PowerSchool

Student and Parent Sign In Click Create Account

Sign In Create Account

Select Language English

Username | X

Password X

If you are setting up an account; DO NOT enter your access ID here. Click on the Create Account TAB.

Sign In

Welcome to Mountain View Whisman School District

Click here for Help in Setting up a Parent Account

Click here for Information About the 2017-18 Enrollment Process

Bienvenido al Distrito Escolar Mountain View Whisman

Haga clic aquí para obtener ayuda para crear una Cuenta en el Portal para Padres en PowerSchool

Haga clic aquí para obtener Información de la Matriculación 2017-18

Create an Account

1. **Do not enter anything into *User Name* or into *Password* at this time.**
2. Choose the "Create Account" tab
3. Click the "Create Account" button

Fill in your information

- First Name
- Last Name
- Email
- Desired User Name—do not use your access userid—create any name that you can remember
- Password—do not use your access password—create any password that you can remember.
- Re-enter the Password

Link students to your account

1. Student's Name
2. Enter the Access ID and Access Password **given to you by the school**
 - (You can discard your Access ID and Access Password after entering it.)
3. Choose a Relationship from the dropdown.
4. IF you are adding more than one student, fill in the name, access ID, access password and relationship for the next student (up to 7 students).
5. Click Submit.

The screenshot shows the 'Create Parent Account' form in PowerSchool. The form is divided into two main sections: 'Parent Account Details' and 'Link Students to Account'. The 'Parent Account Details' section includes fields for First Name, Last Name, Email, Desired Username, Password, and Re-enter Password. The 'Link Students to Account' section includes a table for adding students, with columns for Student, Access ID, Access Password, and Relationship. Red callout boxes highlight the following instructions:

- 'Enter your first name' (pointing to the First Name field)
- 'Enter your last name' (pointing to the Last Name field)
- 'Enter your email address' (pointing to the Email field)
- 'Pick any name that you will remember' (pointing to the Desired Username field)
- 'Pick a password that you will remember' (pointing to the Password field)
- 'Re-enter your password' (pointing to the Re-enter Password field)
- 'Be at least 6 characters long' (pointing to the Password must: label)
- 'These are the access codes sent to you by the school secretary' (pointing to the Access ID field)
- 'Enter your student's name' (pointing to the Student field)
- 'Enter the access ID' (pointing to the Access ID field)
- 'Enter the access password' (pointing to the Access Password field)
- 'CLICK SUBMIT!' (pointing to the Submit button)
- 'Select a relationship' (pointing to the Relationship dropdown menu)

You do not have to create an account again. The next time you access your account:

- enter the “user id” you created into User Name
- enter the “password” you created in Password.