

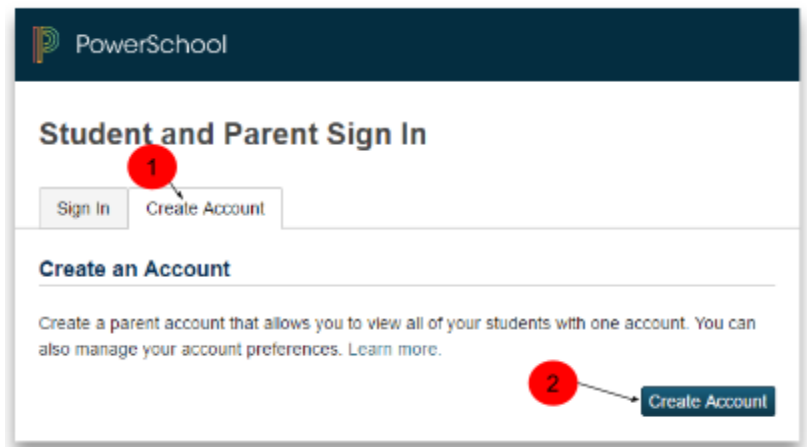
# Creating a PowerSchool Parent Portal Account

Creating a PowerSchool Parent Portal account allows parents to connect to information regarding their child that includes attendance and grades. In addition, this year, it will provide one-click access to updating returning student registration information.

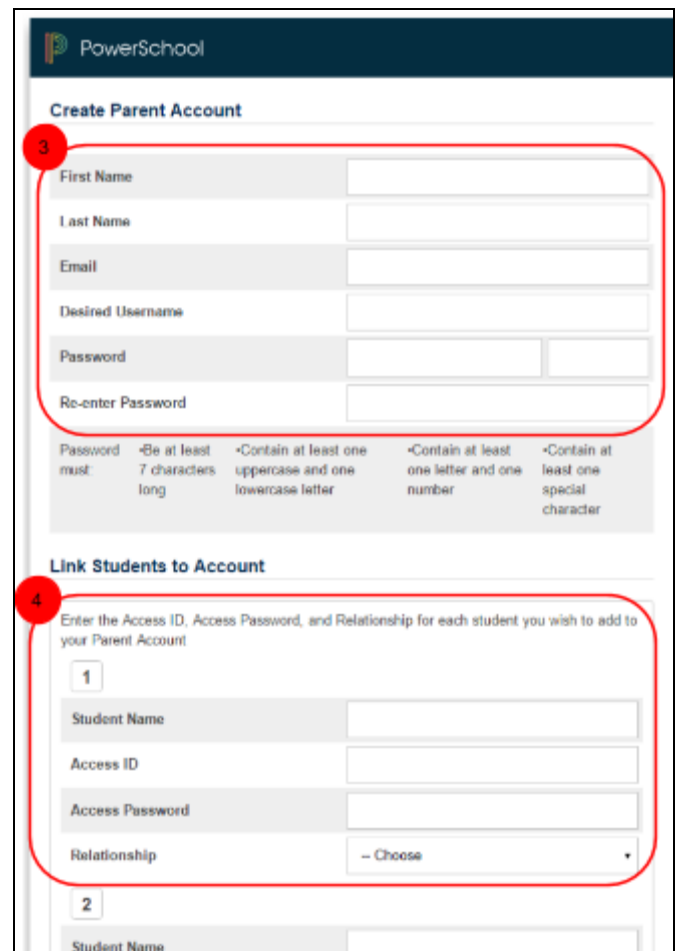
1. Go to Coventry Public Schools Homepage and click on **PowerSchool** link in upper-right corner of webpage.



2. You will then be brought to the PowerSchool Parent Portal for Coventry Public Schools. Click on **Create Account** tab and click on **Create Account** button.



3. Fill in login information using your name (parent **not** student). **Please note...**passwords must meet the following conditions:
  - Be at least 7 characters
  - Contain at least 1 uppercase and 1 lowercase letter
  - Contain at least 1 letter and 1 number
  - Contain at least 1 special character (i.e. !,\*)
4. Then, add your child's first and last name along with the student access information as sent to you in the initial directions. **If you are unsure, please contact your child's school.** Then, from drop down choose your relationship with child. Add the information for each of your children. When you are done, scroll down and click **Enter**.

The image shows the PowerSchool 'Create Parent Account' form. The form has a dark blue header with the PowerSchool logo. Below the header, there is a section titled 'Create Parent Account' with a description: '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.' Below the description, there are several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. The 'Password' field has a small icon of a key. Below the input fields, there is a table with the following columns: 'Password must:', '-Be at least 7 characters long', '-Contain at least one uppercase and one lowercase letter', '-Contain at least one letter and one number', and '-Contain at least one special character'. Below the table, there is a section titled 'Link Students to Account' with a description: 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. Below the description, there are two rows of input fields. The first row is labeled '1' and has fields for 'Student Name', 'Access ID', 'Access Password', and 'Relationship' (a dropdown menu with '- Choose' selected). The second row is labeled '2' and has a field for 'Student Name'.

**You can now login to PowerSchool using the username and password you created.**