Power School

Create Parent/Guardian Account

The following are directions to set-up your Parent/Guardian Account to access your child's or children's information through our Parent Portal. If you are having trouble setting up your account please send an email to parentportal@wasd.org.

You will need to go to the Parent Portal login page:
https://powerschool.wasd.org/public
You will see the following screen:

NOTE: You can also access the Parent Portal Page from the WASD Website.

STEP 1: Click Create Account Button
(The screen below will appear)

Login

User Name

Password

Having trouble logging in?

Submit

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. Learn more.

Create Account

STEP 2: Setup Account
(This is where you will setup access to ALL your students.)

•Enter Parent/Guardian First Name

•Enter Parent/Guardian Last Name

•Enter an E-Mail address – **NOTE:** The E-mail address MUST be unique. If Parent/Guardians share the same E-mail address, you should only set up one parent access account.

•Enter User Name (No apostrophe and <u>do not</u> use any E-mail address).

•Enter Password (No apostrophe and it must be at least six characters)

•Enter the Name of each Student you wish to associate with.

•Enter the Access ID and Access Password for each student
Access ID and Access Password have been printed on the cover letter.

• Select the relationship you are to the student

Create Parent/Guardian Account

First Name	Joshua
Last Name	Toll
Email	jtoll@mail.com
Desired User Name	jtoll
Password	•••••••••••••• Strong
Re-enter Password	••••••••••••••

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

	Student Name	Access ID	Access Password	Relationship
1.	Alex Toll	2664	••••	Father, natural/adoptive
2.				-- Choose
3.				-- Choose
4.				-- Choose
5.				-- Choose
6.				-- Choose
7.				-- Choose

enter

STEP 3: Click Enter when you have completed linking all of your children to your account

NOTE: After successful account creation you will receive the following message.

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

Login

User Name

Password

Having trouble logging in?

STEP 4: Type your username and password you just created to login into Powerschool Parent Portal.
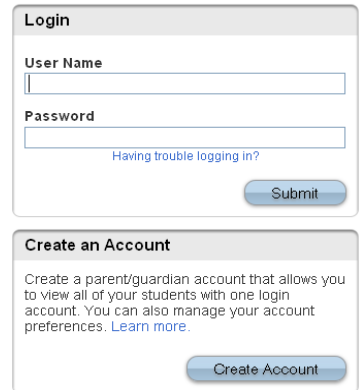
Do not set your browser to save passwords to this site!

•After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your student family members (Fig 5).

•Select the appropriate name to change the page to that student's information

NOTE: If Parent/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at a time.

Login
User Name
Password
Having trouble logging in?
Submit

Create an Account
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Create Account

| Avery | Emily | Laura | Vickie |

Figure 5