

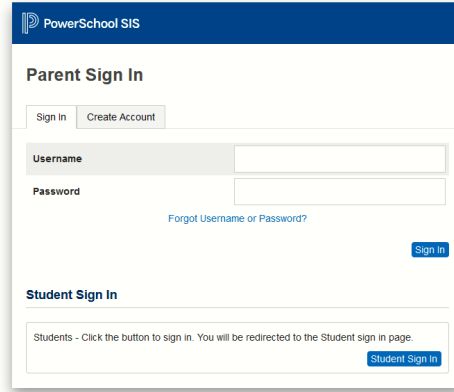
PowerSchool Parent Portal: A Guide to Creating an Account/Access an Account

(for students in grades 4-12 ONLY)

Access an Existing Account

***** Please note the following: If you have already created a PowerSchool Parent Account, you will NOT need to create a new account. If you cannot remember your username and/or password, please use the “Forgot Username or Password?” link from the web address below.**

<https://alabastercs.powerschool.com/public>



The screenshot shows the PowerSchool SIS Parent Sign In page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page is titled "Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". The "Sign In" section contains two input fields: "Username" and "Password". Below the "Password" field is a blue link that says "Forgot Username or Password?". A blue "Sign In" button is located to the right of the "Password" field. Below the "Parent Sign In" section is the "Student Sign In" section, which contains a text box and a blue "Student Sign In" button. The text box contains the text: "Students - Click the button to sign in. You will be redirected to the Student sign in page."

Creating a New Account

What you will need:

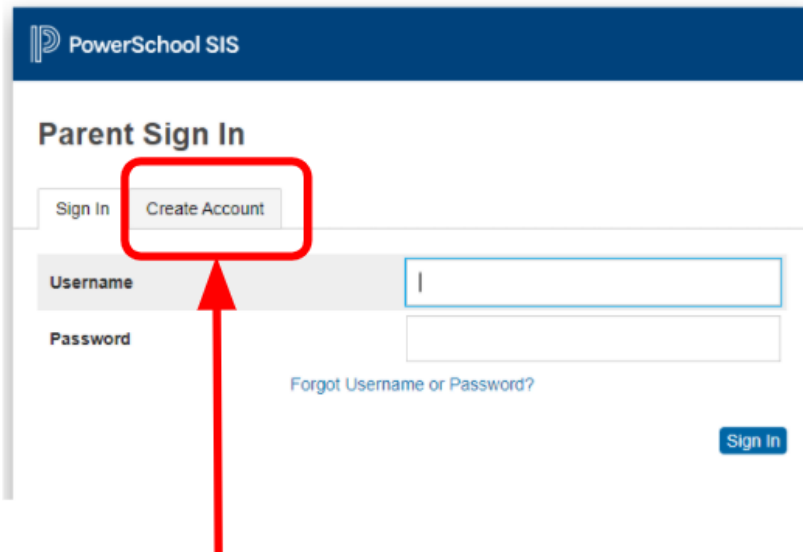
- Internet access
- Smart phone, tablet, or computer
- Your student's PowerSchool Access ID
- Your child's PowerSchool Access Password
- ACS District Code: **NLCS**

NOTE:

- You will need an Access ID and Password for every student in your household (grades 4-12 only).
- If you do not have the Access ID and/or password, please contact the school registrar.

Set-up a PowerSchool Account

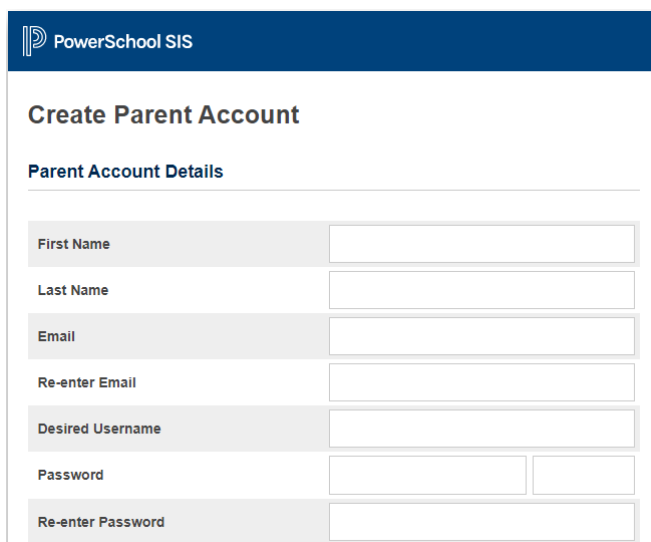
1. Open your internet browser (Google Chrome or Safari). *Do not go directly to the app on your phone.*
2. Go to <https://alabastercs.powerschool.com/public>
3. Click the “Create Account” Tab. You will be directed to the account creation page.



The screenshot shows the PowerSchool SIS Parent Sign In page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page title is "Parent Sign In". There are two tabs: "Sign In" and "Create Account". The "Create Account" tab is highlighted with a red box. Below the tabs, there are input fields for "Username" and "Password". A red arrow points from below to the "Create Account" tab. At the bottom right, there is a "Sign In" button.

4. Click the **Create Account** button.

Create Your Parent Account:



The screenshot shows the PowerSchool SIS Create Parent Account page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page title is "Create Parent Account". Underneath, there is a section titled "Parent Account Details" with a form containing the following fields: "First Name", "Last Name", "Email", "Re-enter Email", "Desired Username", "Password", and "Re-enter Password".

1. Enter your first and last name.
2. Enter & re-enter your email address. **Note:** Parents who share an email address should only create one account. Parents with separate email addresses must create two accounts.
3. Enter your desired username. **Note:** Do not enter your email address or any apostrophes ('). Your username must be lowercase letters.
4. Enter your chosen password. Be certain your password contains the following:
 - a. At least 8 characters
 - b. At least one uppercase letter
 - c. At least one lowercase letter
 - d. At least one letter
 - e. At least one number
 - f. At least one special character (*&%\$#@)*Example: W@rrriorsAr3Gr8!*
5. Scroll down and enter your students' information. **Note:** You will enter student information for each of your students. Only students in grades 4-12 will be entered.

Link Students to Account

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

1

Student Name

Access ID

Access Password

Relationship -- Choose


2

Student Name

Access ID

Access Password

Relationship -- Choose

- a. Enter student's first and last name.
 - b. Enter Access ID & Access Password (this was emailed to you from the school.) If you do not have this information, please contact the school registrar.
 - c. Select your relationship to the student.
 - d. Repeat steps a-c for all other students.
6. Once all information has been entered, click  .

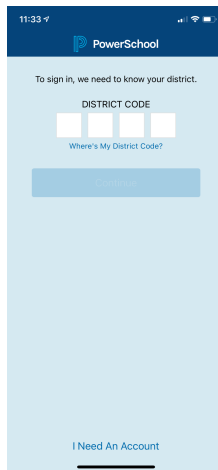
Note: If you entered any incorrect information, you will be alerted of where the incorrect information was entered so that you may correct it.

Accessing the PowerSchool App

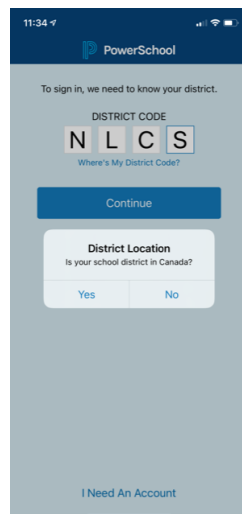
1. Go to the iTunes app store or Google Play store and search for the PowerSchool App. It looks like this:



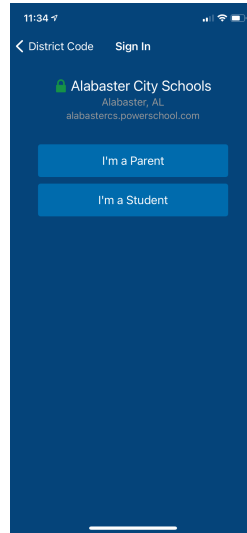
2. Open the app and enter the school's District Code (NLCS).
Note: If this code does not work, click "Where's my district code?" and enter "Alabaster City Schools" to find the district code.



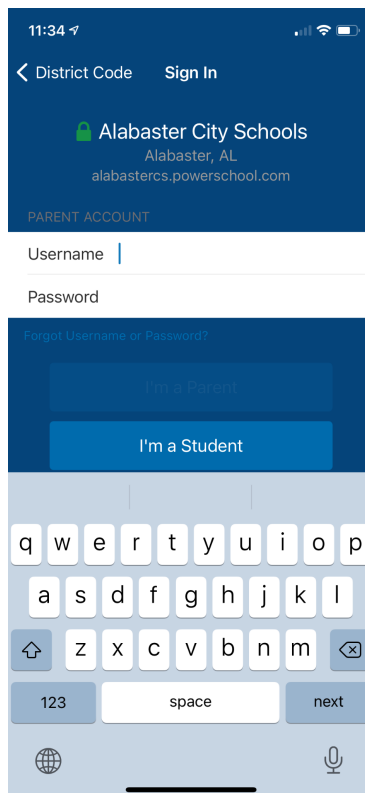
3. Once you have entered the District Code, answer "NO" to the pop-up question.



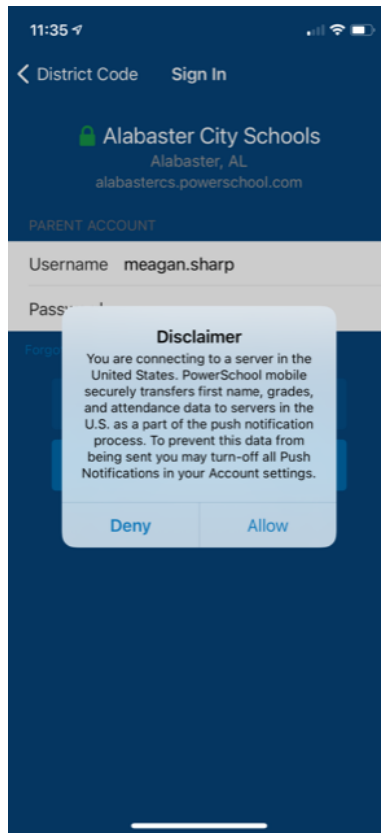
4. Click “I’m a Parent.”



5. Enter the username and password for the account you created.



6. Click “Allow” to accept the disclaimer.



You should now be able to view your students' grades and attendance. Use the menu at the bottom of the app to toggle between students.

For a video tutorial on how to navigate the PowerSchool app, visit acsboe.org/PowerSchoolApp.