PowerSchool Tutorial-Setting up an Account

1. If you do not yet have a username/password you must fill out a parent portal agreement, turn it into the office and you will be issued one.
2. Go to the Main Web page under Quick Links. www.anchorbay.misd.net
3. Click on the link "**Parent Portal/PowerSchool**."
4. Click on Create an Account:

5. Fill in your name (parent/guardian), e-mail account you would like reports sent to, desired user name/password (you may choose any user name/password). I would suggest choosing one you are familiar with so it is easy to remember.

6. For this step you need the Access ID/password supplied to you, by the school, for each individual student that attends Anchor Bay Schools.

7. Type in your students name, their personal ID (This is **case sensitive** and may start with a capital letter, the ID may consist of 3-4 letters and may or may not have numbers after it), enter their password than use the drop down menu to choose your relationship. Repeat this for each student you have that attends Anchor Bay Schools.

8 Click submit at the bottom of the page and it should take you back to a log in screen and tell you congratulations.

9   Log in using the user name/password that you just created for yourself. You will see tabs listed with the name(s) of any child/children attending Anchor Bay Schools.