

## 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](http://www.anchorbay.misd.net)
3. Click on the link **“Parent Portal/PowerSchool.”**
4. Click on Create an Account:

The screenshot shows a web browser window titled "Parent Logon - PowerSchool Parent Access - Windows Internet Explorer". The address bar shows the URL "https://ps.abs.misd.net/public/". The page content includes the "PowerSchool" logo at the top. Below the logo, there are two main sections: "Login" and "Create an Account".

The "Login" section contains the following elements:

- Login** (Section Header)
- User Name:
- Password:
- Having trouble logging in?
- Submit button

The "Create an Account" section contains the following elements:

- Create an Account** (Section Header)
- Text: "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 button

At the bottom of the page, there is a PEARSON logo and copyright information: "Copyright © 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com".

A blue arrow originates from the text "Click on Create an Account:" in the list above and points directly to the "Create Account" button in the screenshot.

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.

The screenshot shows a web browser window with the URL [https://ps.abs.misd.net/public/create\\_multi\\_student\\_account.html](https://ps.abs.misd.net/public/create_multi_student_account.html). The page title is "PowerSchool: Parent Logon". The main content area features the "PowerSchool" logo and a form titled "Create Parent/Guardian Account".

The form has the following fields:

- First Name:
- Last Name:
- Email:
- Desired User Name:
- Password:
- Re-enter Password:

Below the account creation fields is a section titled "Link Students to Account". It contains the instruction: "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. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
6. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
7. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>

At the bottom right of the form is an "enter" button. The footer of the page includes "PEARSON Copyright© 2005 - 2010 Pearson Education, Inc., or its" and the browser status bar shows "Done" and "Internet" with a 100% zoom level.

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.

PowerSchool: Parent Logon - Windows Internet Explorer

https://ps.abs.misd.net/public/create\_multi\_student\_account.html

File Edit View Favorites Tools Help

PowerSchool: Parent Logon

### PowerSchool

#### Create Parent/Guardian Account

First Name

Last Name

Email

Desired User Name

Password

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. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
2. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
3. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
4. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
5. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
6. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
7. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>

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Done Internet 100%

- 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.

The screenshot shows the PowerSchool Parent Access interface. At the top, there is a navigation bar with icons for Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, My Calendars, and Account Preferences. Below this, the user's name 'Joseph' is displayed, along with the name 'Abke, Joseph' and the last login time '2/1/2011 at 2:17 PM'. A 'Logout' button is visible.

The main content area is titled 'Grades and Attendance' and contains a table of attendance by class. The table has columns for 'Exp', 'Last Week' (M, T, W, H, F), 'This Week' (M, T, W, H, F), 'Course', 'Q1', 'Q2', 'E1', 'S1', 'Q3', 'Q4', 'Absences', and 'Tardies'. The data shows that for all six courses listed, there are zero absences and zero tardies.

Exp	Last Week					This Week					Course	Q1	Q2	E1	S1	Q3	Q4	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F									
1(A)											Geometry FAIR, DANIELLE	--	--	--	--	A	--	0	0
2(A)											Graphics Art I GUNST, ELIZABETH	--	--	--	--	--	--	0	0
3(A)											World History II O'HEARN, DENICE	--	--	--	--	A	--	0	0
4(A)											Health I SHIMMELL, AMY	--	--	--	--	A-	--	0	0
5(A)											English 10B LAMILZA, CHRISTOPHER	--	--	--	--	A-	--	0	0
6(A)											Chemistry I THAMARUS, KRISTEN	--	--	--	--	--	--	0	0
Attendance Totals																	0	0	

Below the table, the current weighted GPA (Q3) is displayed as 3.194. There is a link to 'Show dropped classes also'.