

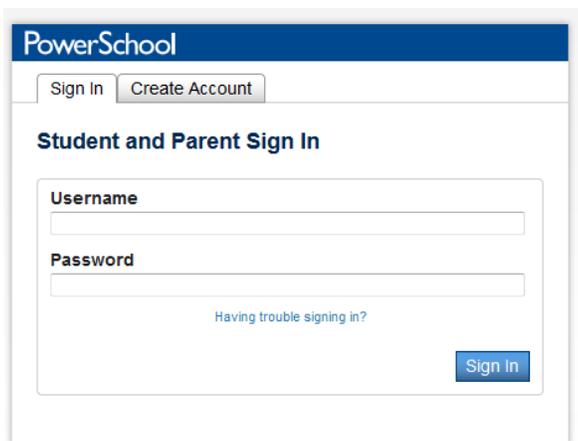
# PowerSchool Parent Portal Instructions

Cornerstone Academy has switched to the updated version of the Parent Portal which enables you to connect more than one child to your account. This is called the Single Sign On. It also enables you to use the PowerSchool mobile app for iPad/iPhone and Android devices.

Before setting up your account, you will need the Access ID(s) and Access Password(s) that you were previously given for accessing your parent portal.

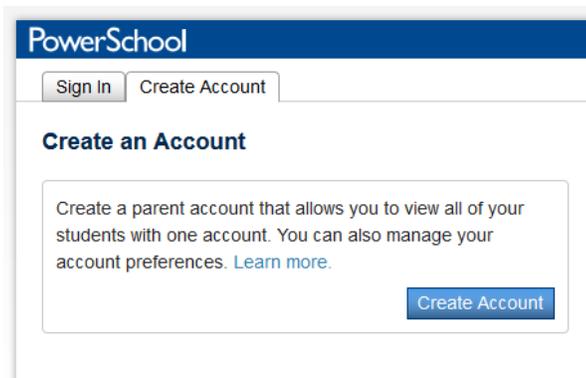
## Setting Up Your Parent Portal Account

1. Navigate to <https://columbuscornerstone.powerschool.com> This is the screen that you would normally log into to access the Parent Portal, but first you must setup your new username.



The screenshot shows the PowerSchool website's sign-in interface. At the top, there is a blue header with the 'PowerSchool' logo. Below the header, there are two tabs: 'Sign In' (which is selected) and 'Create Account'. The main heading is 'Student and Parent Sign In'. There are two input fields: 'Username' and 'Password'. Below the password field, there is a link that says 'Having trouble signing in?'. At the bottom right of the form, there is a blue 'Sign In' button.

2. Click the "Create Account" tab



The screenshot shows the PowerSchool website's 'Create an Account' page. At the top, there is a blue header with the 'PowerSchool' logo. Below the header, there are two tabs: 'Sign In' and 'Create Account' (which is selected). The main heading is 'Create an Account'. Below the heading, there is a text box that says: '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.](#)'. At the bottom right of the form, there is a blue 'Create Account' button.

3. Click the "Create Account" button
4. The top half of the screen will then have fields for your first and last name, email address, a username and a password. The password must be at least 6 characters.

**PowerSchool**

**Create Parent Account**

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must:  
-Be at least 6 characters long

5. Complete these fields then proceed to the bottom section.
6. The bottom half of the screen will have fields for your child(ren) that you want to attach to your account. Type the Name, Access ID and Access Password that you have for each student that you want to connect to your account.

**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
	Kiana <input type="text"/>	Q2HQX <input type="text"/>	**** <input type="password"/>	Mother <input type="text"/>

7. After linking students to your account, click on the Enter button at the bottom of the page.
8. You should then see a Congratulations message if everything went okay.

**PowerSchool**

[Sign In](#) [Create Account](#)

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

**Student and Parent Sign In**

Username

Password

[Having trouble signing in?](#)

[Sign In](#)

9. You can now sign into your account with your new username and password.

### Student and Parent Sign In

Username  
diane.smith

Password  
●●●●●●

[Having trouble signing in?](#)

(Note: Once set up, If you forget your username or password, click on the link “Having trouble signing in?” You can get the username and/or password emailed to the email address that you set up.

- Once logged in your student(s) will be listed at the top. To switch between/view data on the student, simply click on their name.

PowerSchool

Welcome, Diane Smith | Help | Sign Out

Kiana

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Calendars
- School Information
- Account Preferences

Grades and Attendance:  Kiana Louise

Grades and Attendance

Attendance By Class																		
Exp	Last Week					This Week					Course	G1	G2	S1	G3	G4	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F								
Attendance Totals																	0	0

Current Q1 GPA (G4): 1.800  
[Show dropped classes also](#)

Attendance By Day													
Last Week					This Week					Absences		Tardies	
M	T	W	H	F	M	T	W	H	F	14-15	YTD	14-15	YTD
Attendance Totals										0	0	0	0

**Legend**  
Attendance Codes: Blank=Present | U=Unexcused | E=Excused |  
Citizenship Codes: E=Excellent | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

- If at any time you need to update your username or password, this can be done by going to the Account Preferences from the left side menu.

PowerSchool

Welcome, Diane Smith | Help | Sign Out

Kiana

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Account Preferences - Profile

Profile | Students

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name: Diane

Last Name: Smith

Email: dfsmit@mail.com

Select Language: Select a Language

Username: diane.smith

Current Password: \*\*\*\*