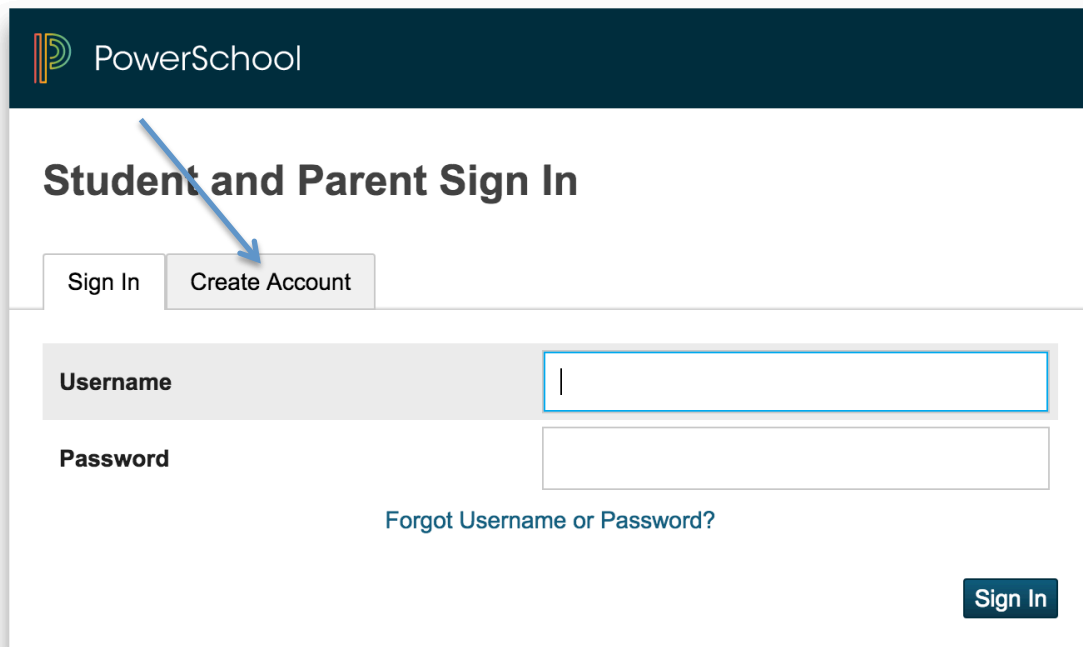


## Creating your Single Sign-On Account for the PowerSchool Parent Portal

1. Go to the school website [www.olschool.net](http://www.olschool.net)
2. On the right hand side of the OLG homepage, select the PowerSchool Button.
3. Click on Create Account as shown below:



The screenshot shows the PowerSchool login interface. At the top is a dark blue header with the PowerSchool logo and name. Below this is a white section titled "Student and Parent Sign In". Under the title are two buttons: "Sign In" and "Create Account". A blue arrow points to the "Create Account" button. Below the buttons are two input fields: "Username" and "Password". The "Username" field has a cursor in it. Below the "Password" field is a link that says "Forgot Username or Password?". At the bottom right is a dark blue "Sign In" button.

PowerSchool

### Student and Parent Sign In

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


**Username**

**Password**

[Forgot Username or Password?](#)

[Sign In](#)

4. A window will appear for you to create your new account. You will need to fill in the top portion of the window with your name, e-mail address, and the User Name and Password you would like to create.

 PowerSchool

## Create Parent Account

### Parent Account Details

First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Email	<input type="text"/>	
Desired Username	<input type="text"/>	
Password	<input type="password"/>	<input type="password"/>
Re-enter Password	<input type="password"/>	

Password must:

•Be at least 6 characters long

### Link Students to Account

5. Scroll down on the screen, you will need to enter the name of your student(s) with the Parent User Name and Parent User Password that is on the sheet that was sent home with your child. You will also need to fill in your relationship to the student from the drop down menu. Click the “Enter” button when you have completed entering all your students.

### 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

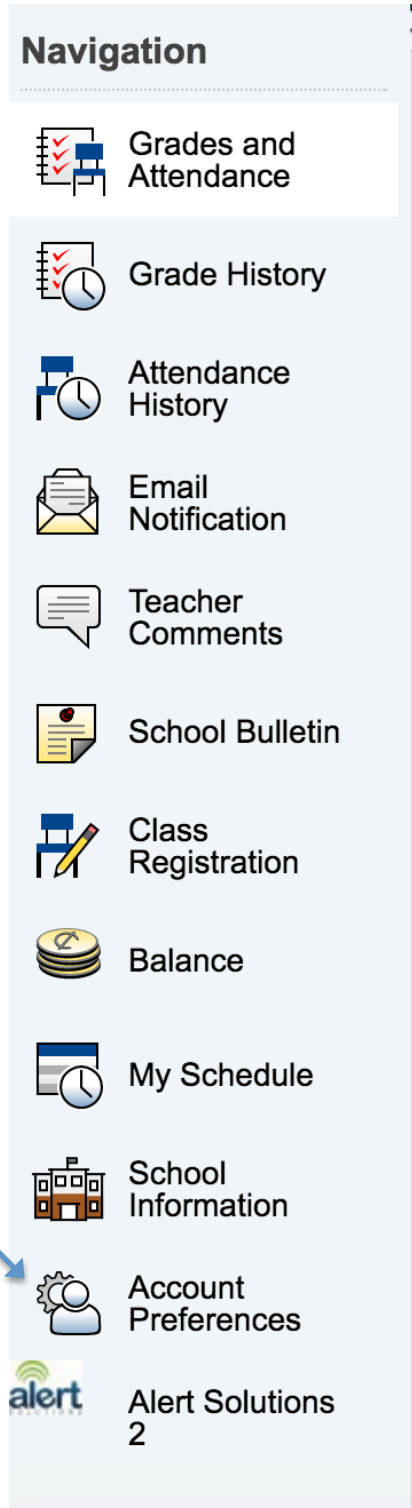


5. Once you have created your new account, you will now see your student(s) listed just under the PowerSchool logo in the Parent Portal as seen below:



To view you individual student's information, just click on their name tab.

6. You can view your account information any time by clicking on the Account Preferences icon on the bottom of the toolbar as indicated below. **(If you ever need to add additional students to your account, you can add them under Account Preferences as well.)**



7. In the event you forget your User Name or Password for this new account, on the main PowerSchool Parent Portal log on screen you will see link “Having trouble logging in?”.



Click on the “Submit” button.