

**Online Registration for New SHS PowerSchool Parent Accounts**

**Notes:** Use the steps below if you do not already have an existing SHS PowerSchool parent account. If you already have access to shslou.powerschool.com, read the other side of this page.

* PowerSchool accounts at other schools (e.g., St. Patrick, Trinity HS) cannot connect to SHS. You will have to create a new SHS PowerSchool account using the steps below.
* Multiple parents/guardians can create accounts for a single student (e.g., mother, father, grandparent, etc.). Simply repeat the steps below using a unique email address.
* A full video tutorial can be found at: http://youtu.be/JPKGl1g2vVQ For assistance, please contact Mr. Daniel McGeeney at dmcgeeney@shslou.org or call 502-897-6097.



Step 1: Navigate to shslou.powerschool.com. Click Parent Sign In.



Step 2: At the bottom, click Create an Account here.

Step 3: Fill out the form with your name, email address, and a
desired password. Then click Create PowerSchool ID.

Step 4: Click Continue to Unified Classroom Sign In. Then
log in using the email address (PowerSchool ID) and
password you selected in step 3.

Step 5: Click I have an Access ID. Then enter the student’s
name, Access ID, and Access Password as listed below.
If you are only enrolling one student, click Continue at
the bottom. If you are enrolling multiple students, click
Add Another Student.

 Student Name: **[enter code]**

 Access ID: **[enter code]**

 Access Password: **[enter code]**

Step 6: Click Quick Links from the left side, and then choose Forms.

Step 7: Click on the form titled ‘Incoming Freshman Student Information Form.’ Complete
the form and click Submit at the bottom. Only one guardian must complete the form.

Step 8: To finalize the student’s online registration, visit the FACTS website
and submit electronic payment using the enclosed instruction form.

Congratulations! From this point on, you can log in by navigating to shslou.powerschool.com, clicking Parent Sign In, and submitting your email address (PowerSchool ID) and password.



**Online Registration for Existing SHS PowerSchool Parent Accounts**

**Notes:** Use the steps below if you already have an existing SHS PowerSchool parent account that you use to log in at <https://shslou.powerschool.com>. You can use your existing SHA or SHMS PowerSchool account to register the new SHA student. If you do not currently have access to SHS’s PowerSchool system, or if you would like to create a new SHS PowerSchool parent account, use the instructions on the other side.

A full video tutorial can be found at: http://youtu.be/9O7sxeOo0uY For assistance, please contact Mr. Daniel McGeeney at dmcgeeney@shslou.org or call 502-897-6097.

Step 1: Navigate to shslou.powerschool.com. Click Parent Sign In, and log into
PowerSchool using your PowerSchool ID (email address) and password.



Step 2: From the left-side menu, click Account Preferences.



Step 3: At the top, click the Students tab.



Step 4: At the top-right, click Add.

Step 5: Enter the student’s name, Access ID, and Access Password
as listed below. Enter the Relationship you have to the student.

 Student Name: **[enter code]**

 Access ID: **[enter code]**

 Access Password: **[enter code]**

Step 6: In the top-left corner, click the new student’s name.

Step 7: From the left-side menu, click Forms. Click on the form titled ‘Incoming Freshman Student Information Form.’ Complete the form and click Submit at the bottom. Only one guardian must complete the form.

Step 8: To finalize your student’s online registration, visit the FACTS website and submit electronic payment using the enclosed instruction form.

Congratulations! From this point on, you can log in by navigating to shslou.powerschool.com, clicking Parent Sign In, and submitting your email address (PowerSchool ID) and password.