

Provo City School District Parent Access Portal Guide

PowerSchool Parent Portal allows you to create an account to access ALL of your children's information from a SINGLE LOGIN. You can create your own username and password for ease of use. This guide will help you set up your personal Parent Access Account.

Even if you have only one student, please create a Parent Sign In.

Begin by going to <https://grades.provo.edu> You will see this screen:

1. Click the **Create Account Tab**.

2. The screen below will appear:

- Enter your first name and last name
- Enter a unique e-mail address.
 - Note: The e-mail address **MUST** be unique to you and a **VALID** account. If parent/guardians share the same e-mail address, you should only set up one parent access account.
- Enter a custom username.
 - No apostrophes (') allowed.
 - We suggest avoiding the use of special characters.
 - Usernames are unique to the system.
- Enter a custom password.
 - No apostrophes.
 - Must be at least six characters.

- Enter the name of **ONE** of your children. After your account is created, it is easy to add additional children to your account. (Directions are on the second page)
 - Enter the access ID and access password for this child.
If you do not know the Access ID and/or Access Password, please contact your student's school. The office will be able to give this information to you.
 - Select your relationship with this child from the Pull Down Menu.
 - Once you have finished entering **ONE** child, click **Enter**.

NOTE: After you click Enter, the system will check for errors; if a correction is needed, the screen blanks out the password fields. You must re-enter the information again before you submit.

After you have successfully entered the information, you will receive this message.

NOTE: If you share the account, please be aware that **ONLY ONE parent/guardian may access the account at a time**. If one parent is at home and another parent is at work, both parents cannot be logged into PowerSchool at the exact same time.

Log in to Powerschool Parent Portal

Enter the **username and password** you created and log in to your account.

After successfully logging in, you will see your students name in the blue bar under the PowerSchool logo.



If you need to enter more children to your list (because you only entered one at the beginning), complete the following:

- Click Account Preferences (bottom of left column)
- Click the Students Tab
- Click the Add+ button on the right side of the screen
- Enter your students name, Access ID, Access password, and relationship. Click Submit

You will now see this child's name in the blue bar along with the one(s) already created. You can switch to the different student accounts by simply clicking on the students name.

What if you forget your login information?

On the login page click on *Having trouble logging in?*

If you forget your Password:

- Enter your User Name.
- Enter the e-mail Address you used when you created the account.
- Click on Enter.

The system will verify your information and send you a *security token* with instructions on how to re-set your password to the e-mail address listed.

It is important to note that the security token sent is only good for 30 minutes. If the parent/guardian fails to re-set the password in that allotted time, you will need to repeat the process.

If you forget your Username:

- Click on the Forgot User Name tab.
- Enter the e-mail address you used when you created the account.
- Click on Enter.

The system will authenticate your information and send you an e-mail with your username.

If you have difficulty creating the account or entering the Access ID, please contact your student's counselor or schools registrar to help you with the process.