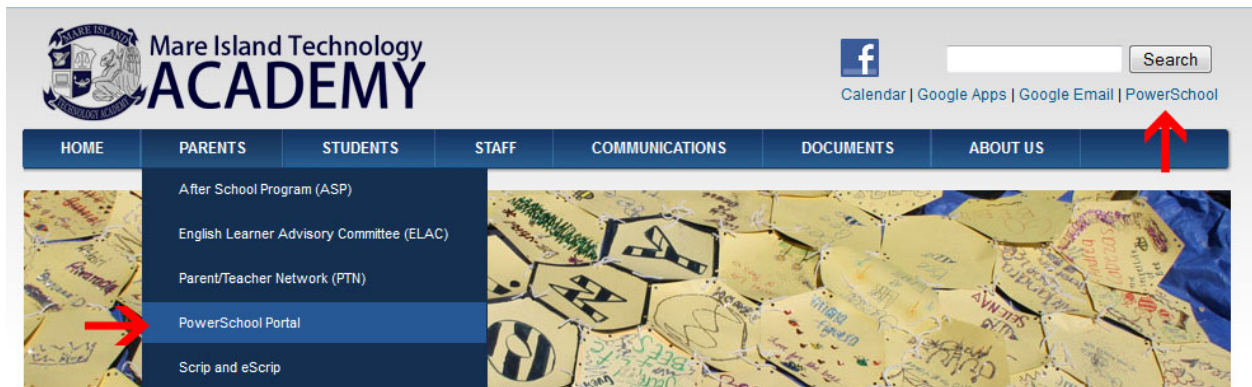


How to Setup a PowerSchool Parent Account

1. Navigate to the MIT Academy website (www.mitacademy.org)
2. Click through to the **PowerSchool Portal**
(menu: **PARENTS > PowerSchool Portal** OR **PowerSchool** link located under the search bar)



3. Click on the “**Parents & Students**” link
4. Click the “**Create Account**” button

A screenshot of the PowerSchool website's parent sign-in and account creation page. The page has a light blue header with the PowerSchool logo. Below the header is a white box containing the 'Parent Sign In' section with fields for Username and Password, a 'Sign In' button, and a link for 'Having trouble signing in?'. Below this is the 'Create an Account' section with a paragraph of text and a 'Create Account' button. A red arrow points to the 'Create Account' button.

5. Fill out the **Create Parent Account** form to create your new account. Please be sure to remember the Username and Password you create, as you will be using it to log in.
6. In order to link a student to your account, using the Parent Password Letter, fill out the fields in the **“Link Students to Account”** section as follows:
 - a. **Student Name** - (enter full name as it appears on the letter)
 - b. **Access ID** – (some printouts may be labeled as **User ID**)
 - c. **Access Password** - (some printouts may be labeled as **Password**)
 - d. **Relationship** - YOUR relationship to the student (Father/Mother/Guardian/etc...)
 - e. (optional) Repeat as necessary if you have multiple students enrolled.

Create Parent Account

First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Smith"/>
Email	<input type="text" value="jsmith@email.com"/>
Desired Username	<input type="text" value="myusername"/>
Password	<input type="password" value="....."/> Strong
Re-enter Password	<input type="password" value="....."/>

Password must:
•Be at least 6 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

Student Name	Access ID	Access Password	Relationship
1. a. <input type="text" value="Joe Smith"/>	b. <input type="text" value="User ID"/>	c. <input type="password" value="..."/>	d. <input type="text" value="Father"/>
2. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
3. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose

7. Your account should now be created. Login to the **Parent Sign In** confirm.