How to Create a Parent Account (Already have a Parent Account, Scroll Down)
Use this procedure to create a new parent account. In order to create an account, you must have the Access ID and Password for at least one student enrolled in school. When creating the account, you will need the Access ID and password for each student you want to associate to your parent account. Your Student(s) Information was provided separately.

1. Open your Web browser (Chrome, Safari or Internet Explorer) to https://ps.selcs.org   The Parent Sign In page appears.
2. Click **Create Account tab**, Create Account button. The Create Parent Account page appears.
3. Use the following table to enter information in the **Create Parent Account** section:

Field	Description
First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address. The email address you enter is used to send you select information, as well as account recovery notices and account changes confirmations.
Desired Username	Enter the username you would like to use when signing in to the PowerSchool Parent Portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name. Do not use your email address as your username.
Password	Enter the password you would like to use when signing in to the PowerSchool Parent Portal. Please use a complex password.
Re-Enter Password	Enter your password again exactly as you entered it in the above field.

4. Use the following table to enter information in **Link Students to Account** section:

Field	Description
Student Name	Enter the first and last name of the student you want to add to you account. **Note:** Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.
Access ID	Enter the unique access ID for the student. **Note:** Access ID for your student(s) was provided separately.
Access Password	Enter the unique access password for the student. **Note:** Access Password for your student(s) was provided separately.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

5. Click **Enter**. The Parent Sign In page appears.
6. Use the parent account you just created to sign in for access to your student(s) records.

Parent Portal Account Previously Created

How to Sign In to PowerSchool Parent Portal

1. Open your Web browser (Chrome, Safari or Internet Explorer) to https://ps.selcs.org   The Parent Sign In page appears.
2. Use the following table to enter information in the Parent Sign In fields:

Field	Description
Username	Enter your username.
Password	Enter your password. The characters appear as asterisks (*) to ensure greater security when you sign in. If you have forgotten your username or password, you can click **Having trouble signing in?** and see information below

3. Click **Sign In**. The start page appears.

How to Recover Your Password

If you have forgotten your PowerSchool Parent Portal password, use this procedure to recover your password. Once you provide your user name and email address, the system authenticates your information and sends a security token to your email address. Using the security token, you can then sign into PowerSchool Parent Portal, where you will then be required to change your password. See How to Reset Your Password below for detailed instructions.

Note: The security token is only valid for 30 minutes. If it expires before you can reset your password, perform the *How to Recover Your Password* again.

1. Open your Web browser (Chrome, Safari or Internet Explorer) to https://ps.selcs.org   The Parent Sign In page appears.
2. Click **Forgot username or password?** The Recover Account Sign In Information page appears.
3. Click the **Forgot Password?**
4. Enter your username and email address in the fields as specified.
5. Click **Enter**. A confirmation message appears indicating an email has been sent to you with instructions for resetting your password.
6. Once you have received the email, open it and click the link in the email. The Recover Password page appears.
7. Use the following table to enter information in the fields:

Field	Description
Username	Enter your username.
New Password	Enter a new password. **Note:** It is important to select a new password that you will remember. If you forget it, you cannot sign in to PowerSchool Parent Portal without help from your PowerSchool administrator. It is not recommended that you write down your password because an unauthorized user could find it and gain access to PowerSchool. Try to commit your password to memory.
Confirm New Password	Enter your new password again exactly as you entered it in the above field.

8. Click **Enter**. The start page appears. Login with the newly created password.

How to Reset Your Password

If the PowerSchool administrator has issued you a temporary password or if your password has expired, use this procedure to reset your password.

1. Sign in to PowerSchool Parent Portal. The Change Your Password page appears.
2. Use the following table to enter information in the fields:

Field	Description
Current Password	Enter your current password.
New Password	Enter a new password. **Note:** It is important to select a new password that you will remember. If you forget it, you cannot sign in to PowerSchool Parent Portal without help from your PowerSchool administrator. It is not recommended that you write down your password because an unauthorized user could find it and gain access to PowerSchool. Try to commit your password to memory.
Re-Enter New Password	Enter your new password again exactly as you entered it in the above field.

3. Click **Enter**. The start page appears.
Note: If one of the following messages appears, re-enter your password accordingly:
- Current password is not correct.
- New password must be at least [number] characters long.
- New password must contain at least one uppercase and one lowercase letter.
- New password must contain at least one letter and one number.
- New password must contain at least one special character.
- The verification password you enter must match the new password.
- The password entered was previously used. Please enter a new password.

    The next time you sign in to PowerSchool Parent Portal, use your new password.

How to Recover Your Username

If you have forgotten your PowerSchool Parent Portal username, use this procedure to recover your current username. Once you provide your email address, your current user name will be sent to your email.

1. Open your Web browser (Chrome, Safari or Internet Explorer) to https://ps.selcs.org   The Parent Sign In page appears.
2. Click **Forgot username or password?** The Recover Account Sign In Information page appears.
3. Click the **Forgot Username?** tab.
4. Enter your email address associated with your Parent ID in the first field.
5. Click **Enter**. A confirmation message appears indicating an email has been sent to your email address with your current username.

Existing Parent Account: How to Add a Student to Your Parent Account

Use this procedure to add one or more students to your existing parent account. You will need the student's Access ID and Access Password, which was provided separately.

1. Once logged in, on the start page, click **Account Preferences** from the navigation menu. The Account Preferences – Profile page appears.
2. Click the **Students** tab.
3. On the Students tab, click the **Add** icon to add a student to your parent account. The Add Student dialog appears.
4. Use the following table to enter information in the applicable fields:

Note: The **Cancel** and **Save** buttons appear shaded until information is entered.

Field	Description
Student Name	Enter the first and last name of the student you want to add to you account. **Note:** Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.
Access ID	Enter the unique access ID for the student. This information was provided separately
Access Password	Enter the unique access password for the student. This information was provided separately.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

5. Click **Submit**. The Add Student Dialog closes. The newly added student appears under My Students. Additionally, an account changes confirmation email is sent to your email address.