The Charles School PowerSchool
Student/Parent Portal Access

We know you are looking forward to partnering with your child's school through the parent portal.

Contact The Charles School at 258-8588 to get your ACCESS ID and Password

Open your web browser and go to https://ps.thecharlesschool.org/public/ - Note: clicking the link will

open the parent portal in a new window/tab so you may keep these instructions open.

You will see the login screen:

PowerSchool

Parent Sign In

Username

Password

Having trouble signing in?

Sign In

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more.

Create Account

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Click the Create Account button.

The next screen will allow you to set up your account and choose the children which should be associated with your login. You will need the ACCESS ID and ACCESS PASSWORD for each child you wish to add.

PowerSchool

Create Parent Account

First Name	Ima
Last Name	Parent
Email	imaparent@email.com
Desired Username	imaparent
Password	•••••• [Weak]
Re-enter Password	••••••

New 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.	She Is Mychild	parent	••••••	Mother
2.				-- Choose
3.				-- Choose
4.				-- Choose
5.				-- Choose
6.				-- Choose
7.				-- Choose

Enter

Fill in your name and the email address to which you wish to have parent notifications sent.

Enter your desired user name in the box indicated. TCS employees may NOT use the user name they normally use to log into

PowerSchool OR PowerTeacher (you must choose a unique user name).

Enter what you wish your password to be. Notice the password strength meter to the right of the box. You should choose a strong password (one that contains letters, numbers, and

special characters).

In the bottom part of the screen, enter the name, access id, and access password for each child.

Please note you MUST enter your child's name exactly as it is at school (ie: first middle last). For example, in the screen above, if the parent had only entered She Mychild, the system would NOT find the child. Since the child's full name is in the system, that is what the parent must enter. After entering the information, select your relationship to the child from the drop-down menu on the right.

IMPORTANT: The Access ID and Access password are the ones sent home for parent access. It is not the information sent for students to be able to access their grades. Students login just as they have in the past.

You may enter up to 7 children on this screen. If you have more than seven children, you will be able to enter their information once you log in for the first time.

When you have entered all the information, press the enter button in the lower left-hand corner of the screen.

If the user name you requested is already in use, you will receive the following message:
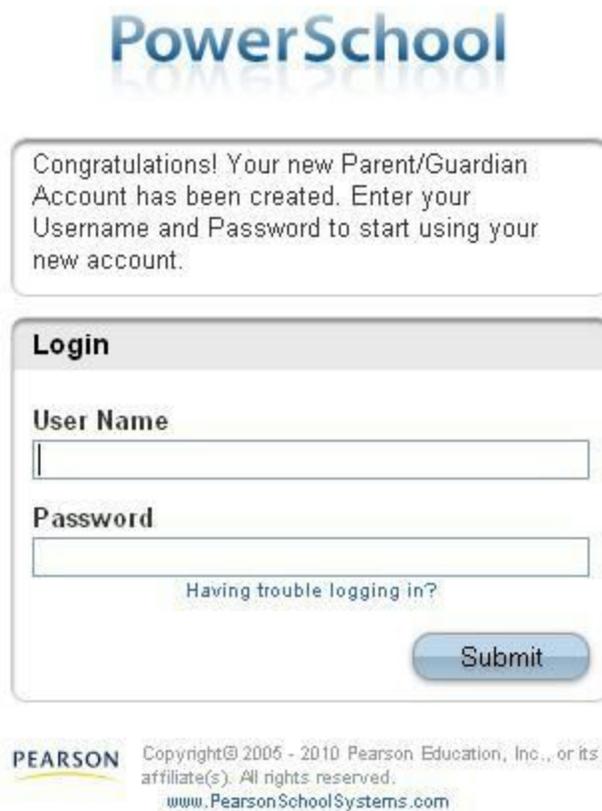

You will notice the system is suggesting several alternatives. Select one of the alternates and re-enter what you wish your password to be.

Once you have completed the process successfully, you will see the following screen:

PowerSchool

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

Login

User Name

Password

Having trouble logging in?

Submit

You may enter the user name and password you selected in the previous steps.

Thank you for registering with the The Charles School PowerSchool Parent Portal!

https://ps.thecharlesschool.org/public/