

## 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:



The screenshot shows the PowerSchool login interface. At the top, the 'PowerSchool' logo is displayed. Below it, the 'Parent Sign In' section contains two input fields for 'Username' and 'Password', followed by a 'Sign In' button. A link for 'having trouble signing in?' is also present. The 'Create an Account' section below explains the benefits of a parent account and includes a 'Create Account' button. A red arrow points from the top left towards the 'Create Account' button. At the bottom, a copyright notice reads: 'Copyright © 2005 - 2011 Pearson Education, Inc., or its affiliate(s). All rights reserved.'

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.

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

The screenshot shows the PowerSchool interface. At the top is the 'PowerSchool' logo. Below it is the 'Create Parent Account' section with the following fields: First Name (lma), Last Name (Parent), Email (imaparent@email.com), Desired Username (imaparent), Password (masked with 6 dots), and Re-enter Password (masked with 6 dots). To the right of the password fields is a strength meter showing a small orange bar and the word 'Weak'. Below this is the 'Link Students to Account' section with the instruction: 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. This section contains a table with 7 rows and 4 columns: Student Name, Access ID, Access Password, and Relationship. The first row is pre-filled with 'She Is Mychild', 'parent', '\*\*\*\*\*', and 'Mother'. The other rows have empty fields for the first three columns and a '-- Choose' dropdown for the Relationship column. At the bottom left of the form is a blue 'Enter' button.

	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

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

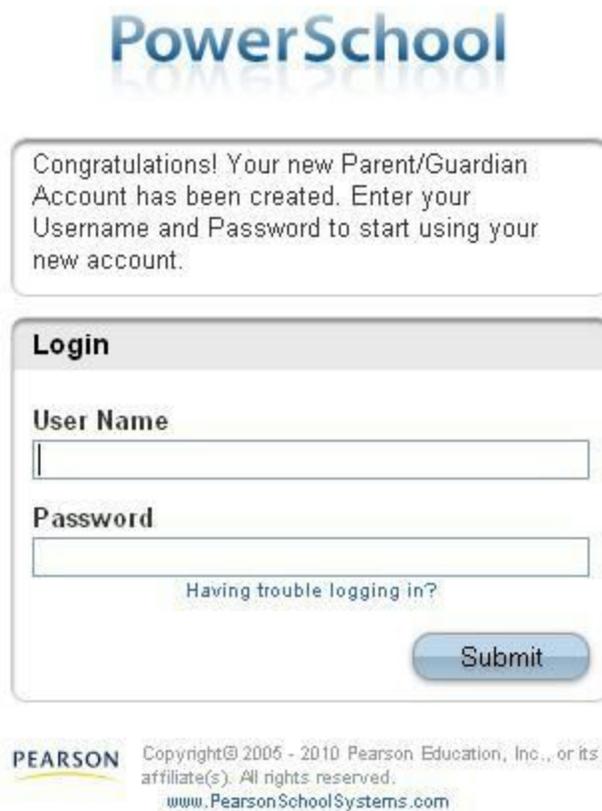


The screenshot shows a login form with the following elements:

- Desired User Name:** A text input field with a redacted name.
- Message:** A yellow banner with an exclamation mark icon stating: "[Redacted] is not available, but the following Login IDs are: [Redacted] [Redacted] [Redacted]".
- Password:** A text input field with a grey button to its right.
- Re-enter Password:** A text input field.
- Link Students to Account:** A grey button at the bottom left.

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:



The image shows a screenshot of the PowerSchool login interface. At the top, the 'PowerSchool' logo is displayed in blue. Below the logo is a message box with a light blue border containing the text: 'Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.' Underneath this is a 'Login' form with a grey header. The form contains two input fields: 'User Name' and 'Password'. Below the password field is a link that says 'Having trouble logging in?'. At the bottom right of the form is a blue 'Submit' button. At the bottom of the page, there is a 'PEARSON' logo on the left and copyright information on the right: 'Copyright© 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com'.

**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**

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[www.PearsonSchoolSystems.com](http://www.PearsonSchoolSystems.com)

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/>