Single Sign-On for PowerSchool Parent Portal

Parents need to create one single account to access all related student accounts across the district. Even if you only have one student you must create a SSO account.

To create your NEW SSO account, you will need at least one student's CONFIDENTIAL PARENT Access ID and CONFIDENTIAL PARENT Access Password as listed below.

1. **From your Internet browser, go to the PowerSchool Parent Portal at https://ps.waw.misd.net/public and click on "Create Account"**
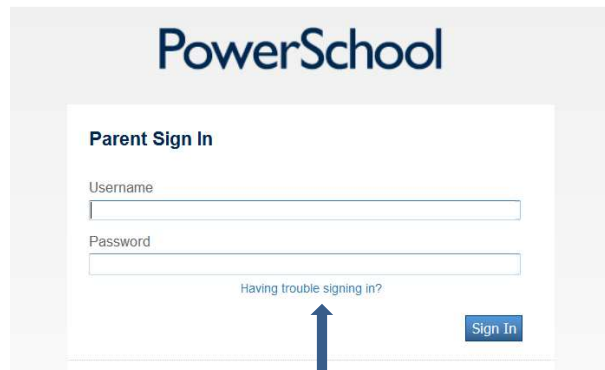
2. **On the next screen, you will enter your information:**

> - **First Name** and **Last Name** is the parent or guardian <u>not the student</u>
> - **Email** will be used for notifications and resetting your password
> - **Desired Username** must be unique to other users in PowerSchool
> - **Password** must be at least 6 characters long; recommend the use of at least one number or special character to improve password strength
>   **LINK STUDENTS TO ACCOUNT**
> - **Access ID** and **Access Password –** You receive your **Parent Access ID** and **Access Password** from your student's school. **ACCESS ID's are CASE SENSITIVE and must be entered exactly as it appears on letter.**
> - **Relationship** refers to the **user's** relationship to the student
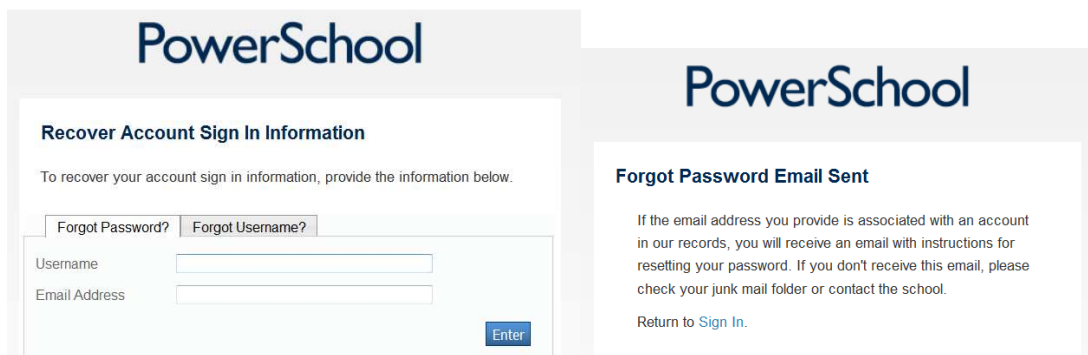> - Click Enter when all student information has been added

Confidential <u>Parent</u> Access ID
(Received from your school)
Confidential <u>Parent</u> Password
(Received from your school)
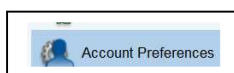
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3. **After you enter the required information and click Enter, PowerSchool will then prompt you to re-enter the NEW personal username and password that you just created.   If you receive a Status Error 500, please press the F5 key on your keyboard (Command R for Mac users).**

At any time, you can use the "Having trouble signing in?" link to recover your account information. The system will verify the email address entered matches the original email address used to create the account. Forgotten usernames will be emailed directly, but you will be given a link (valid for only 30 minutes) to reset your password.

4. **After logging in, you will see the main PowerSchool Parent Portal screen with each student's name listed at the top. Select a name and use the left Navigation menu to select an icon.**

Use **Account Preferences** > Profile and Student tabs to make changes to your account or add additional students to your single sign-on account.

We hope you find this process easy to complete to access PowerSchool as a critical parent communication tool. Please make every effort to troubleshoot this process on your own, as school secretaries are not available to assist parents over the phone. Our technical staff is available on a limited basis for PowerSchool related issues, but cannot provide assistance regarding network, computer or browser issues from your home or work.