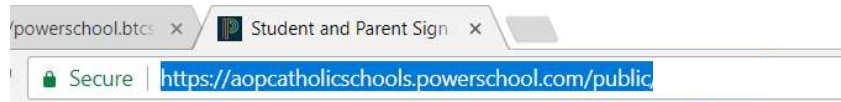
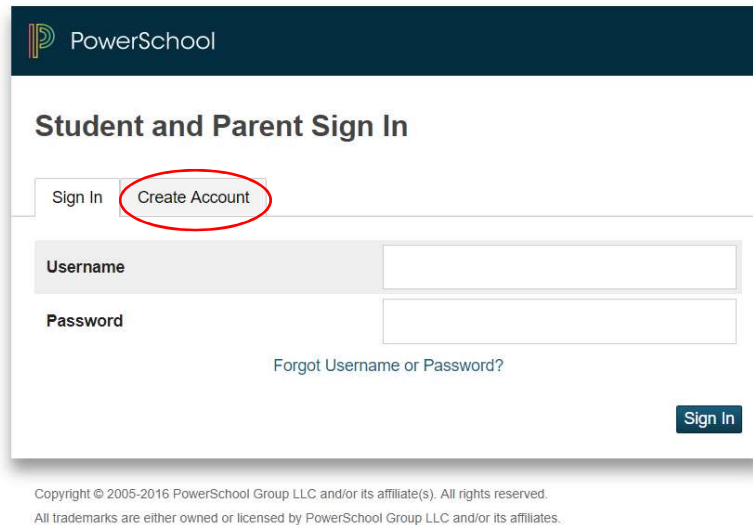


## Creating A PowerSchool Parent Account

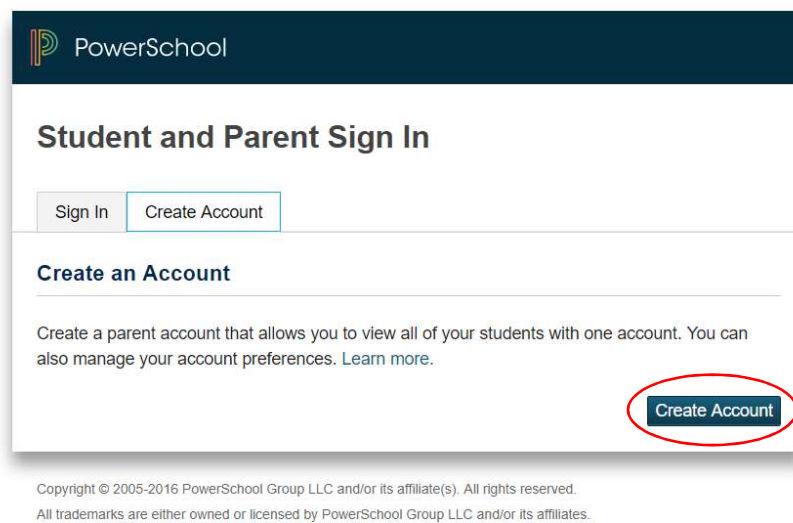
Open your web browser and go to <https://aopcatholicschools.powerschool.com/public>



Click the create account tab

A screenshot of the PowerSchool "Student and Parent Sign In" page. The "Create Account" tab is selected and circled in red. Below the tabs are input fields for "Username" and "Password", a "Forgot Username or Password?" link, and a "Sign In" button. Copyright information is visible at the bottom: "Copyright © 2005-2016 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates."

Click the blue create account button

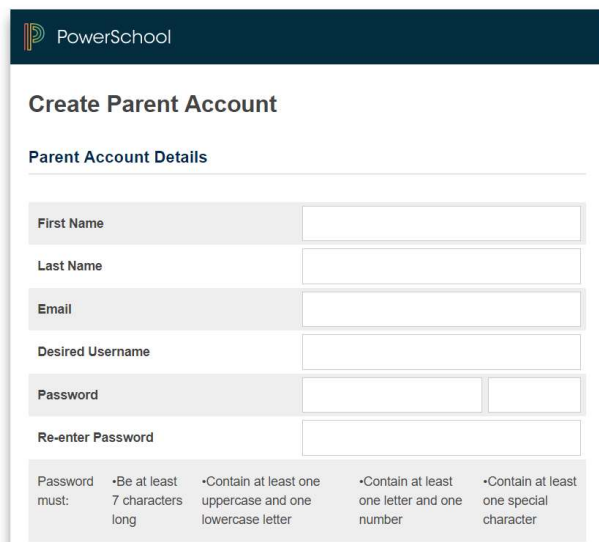
A screenshot of the PowerSchool "Create an Account" page. The "Create Account" tab is selected. Below the tabs is a section titled "Create an Account" with a description: "Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more." A blue "Create Account" button is circled in red. Copyright information is visible at the bottom: "Copyright © 2005-2016 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates."

## Creating A PowerSchool Parent Account

Fill in your name and the email address where you would like parent notifications sent.

Enter your desired user name in the box indicated.

Enter a password of your choice. It must be at least 7 characters long, contain at least 1 uppercase and 1 lowercase letter, 1 number and 1 special character.

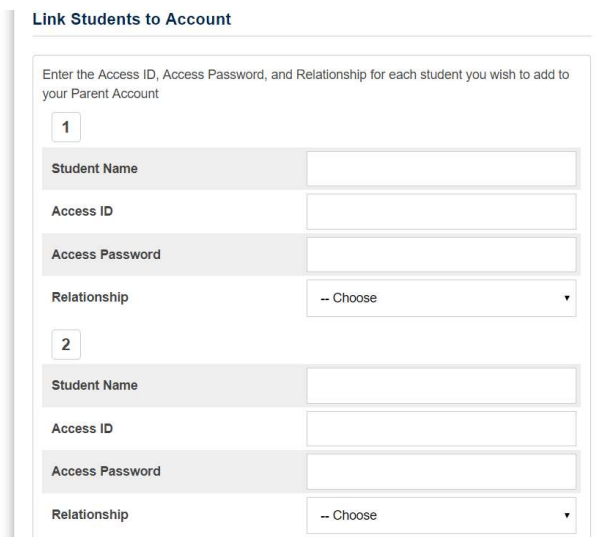


The screenshot shows the 'Create Parent Account' form on the PowerSchool website. The form is titled 'Create Parent Account' and is under the heading 'Parent Account Details'. It contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password' (with a 'show/hide' toggle), and 'Re-enter Password'. Below the fields, there are five password requirements listed in a table format:

Password must:	-Be at least 7 characters long	-Contain at least one uppercase and one lowercase letter	-Contain at least one letter and one number	-Contain at least one special character
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In the bottom part of the screen, enter the proper first and last name (no nicknames), access id, and access password found in your PowerSchool welcome letter for each student.

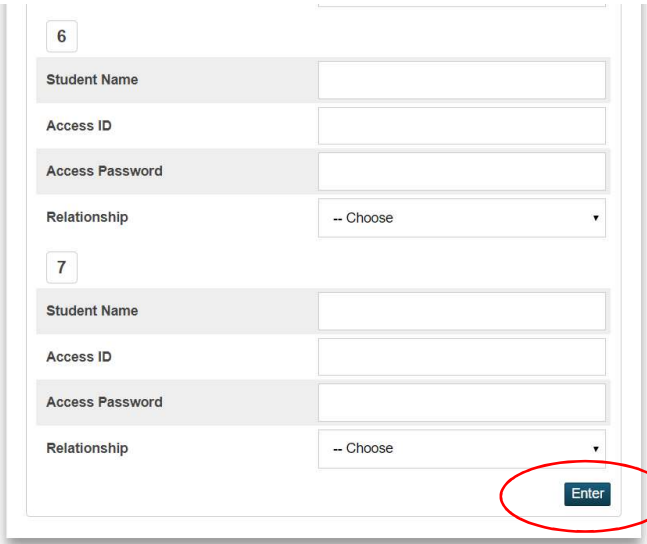
You may enter up to 7 students on this screen. If you have more than seven children, you will be able to enter their information once you log in for the first time.



The screenshot shows the 'Link Students to Account' form. It has a title 'Link Students to Account' and a sub-heading 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. The form is designed to link multiple students, with two example rows shown. Each row is numbered (1 and 2) and contains the following fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship' (a dropdown menu with '-- Choose' selected).

## Creating A PowerSchool Parent Account

When you have entered all the information, click the enter button at the bottom of the screen.



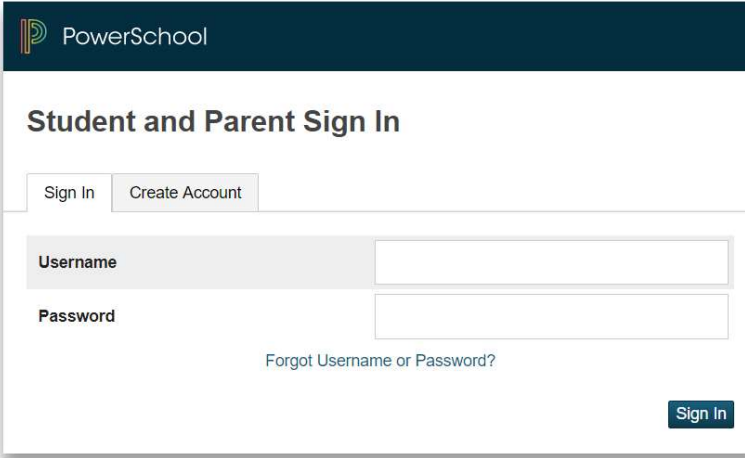
The screenshot shows a form with two identical sections for adding students. Each section has a tab labeled '6' and '7' respectively. Each section contains four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship' (a dropdown menu with '-- Choose' selected). At the bottom right of the form, there is a blue 'Enter' button circled in red.

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PowerSchool.com

To log-in to your newly created account, return to <https://aop Catholicschools.powerschool.com/public>



Enter the user name and password you selected in the previous steps to log-in.



The screenshot shows the PowerSchool 'Student and Parent Sign In' page. It features the PowerSchool logo at the top left. Below the logo are two tabs: 'Sign In' (selected) and 'Create Account'. There are two input fields: 'Username' and 'Password'. Below the password field is a link that says 'Forgot Username or Password?'. At the bottom right, there is a blue 'Sign In' button.

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If you missed entering one of your students during initial setup, log-in into your account and click the account preferences link at the bottom of the left menu.