

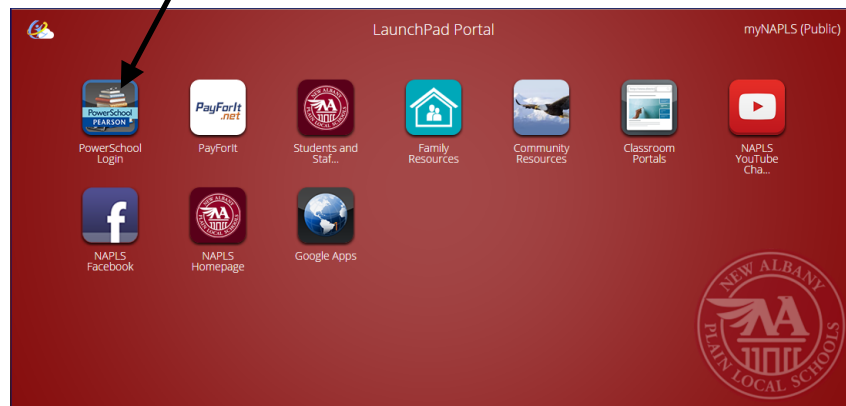


# PowerSchool - Parent Account Creation

*below are the instructions to help you create your PowerSchool account*

**Step 1** - Go to: [https://www.classlink.com/portal/napls\\_public](https://www.classlink.com/portal/napls_public).

**Step 2** - Click on the "PowerSchool Login" icon.



**Step 3** - Click on the "Create Account" tab.

The screenshot shows the PowerSchool login page. At the top, it says "PowerSchool". Below this, there are two tabs: "Sign In" and "Create Account". The "Create Account" tab is highlighted with a black arrow. Below the tabs, there is a section titled "Student and Parent Sign In" with fields for "Username" and "Password", and a "Sign In" button. There is also a link for "Having trouble signing in?".

**Step 4** - Click the "Create Account" button. You will need the Access ID and Access Password for each of your children enrolled in New Albany-Plain Local Schools. These Access IDs will be used to link all your children to your new account. All the Access IDs and Passwords were emailed to you in August 2016. You can call the main office at your child's school if you lost or never received this information and they can re-send this information.

The screenshot shows the PowerSchool "Create an Account" page. At the top, it says "PowerSchool". Below this, there are two tabs: "Sign In" and "Create Account". The "Create Account" tab is selected. Below the tabs, there is a section titled "Create an Account" with a paragraph of text: "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." Below the text, there is a "Create Account" button, which is circled in black and highlighted with a black arrow.

**Step 5** - Complete the information requested.

You will create your own username and password. You will need to remember this account info because the school district will not be able to see it; we could only reset it if necessary.

The screenshot shows the PowerSchool interface for creating a parent account. The top section is titled "Create Parent Account" and contains fields for "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". Below this is a "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". It features two numbered student entry forms, each with fields for "Student Name", "Access ID", "Access Password", and "Relationship".

Use the Access ID and Access Password sent to you to complete this section. You should have received this information in a separate email for each child enrolled in New Albany-Plain Local Schools.

**Step 6** - Save your account information and then log in to the PowerSchool Access Site.

The screenshot shows the PowerSchool "Student and Parent Sign In" page. It has a header with "Sign In" and "Create Account" buttons. The main form contains "Username" and "Password" input fields, a "Having trouble signing in?" link, and a "Sign In" button.

**Step 7** - You can download the PowerSchool app for iOS and Android devices. You will log in using your same account information you just created to have mobile access to PowerSchool and/or receive notifications on your phone. The district code for the mobile app is: **PQRF**.

iOS App - <https://itunes.apple.com/us/app/id973741088>

Android App - <http://play.google.com/store/apps/details?id=com.powerschool.portal>