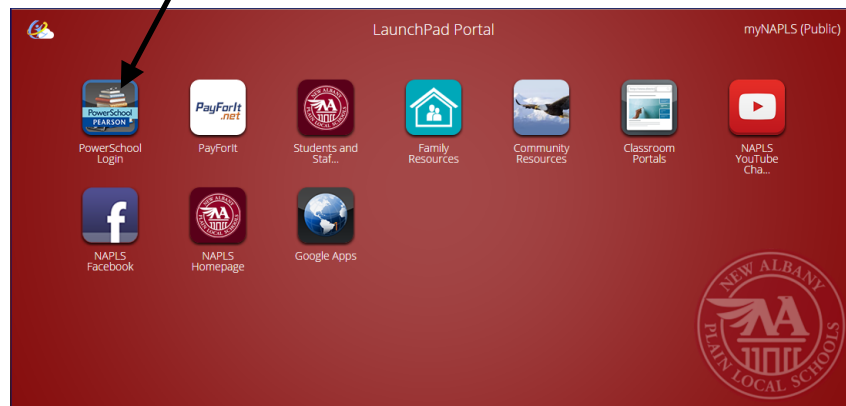# PowerSchool - Parent Account Creation

below are the instructions to help you create your PowerSchool account

Step 1 - Go to: https://www.classlink.com/portal/napls_public.

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

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

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.

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.

PowerSchool

Create Parent Account

First Name	
Last Name	
Email	
Desired Username	
Password	
Re-enter Password	

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

1

Student Name	
Access ID	
Access Password	
Relationship	-- Choose

2

Student Name	
Access ID	
Access Password	
Relationship	-- Choose

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.

PowerSchool

Sign In | Create Account

Student and Parent Sign In

Username

Password

Having trouble signing in?

Sign In

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