

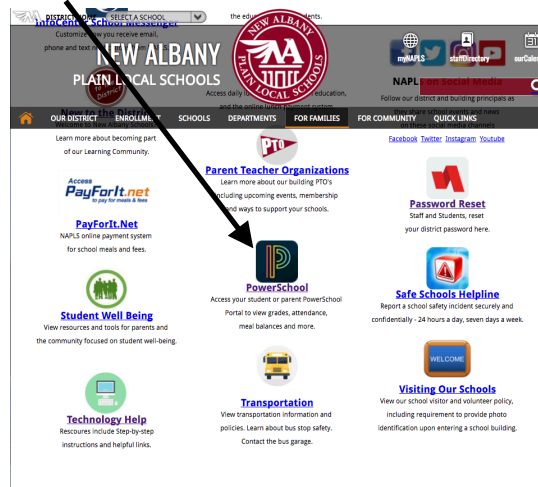


# PowerSchool - Parent Account Creation

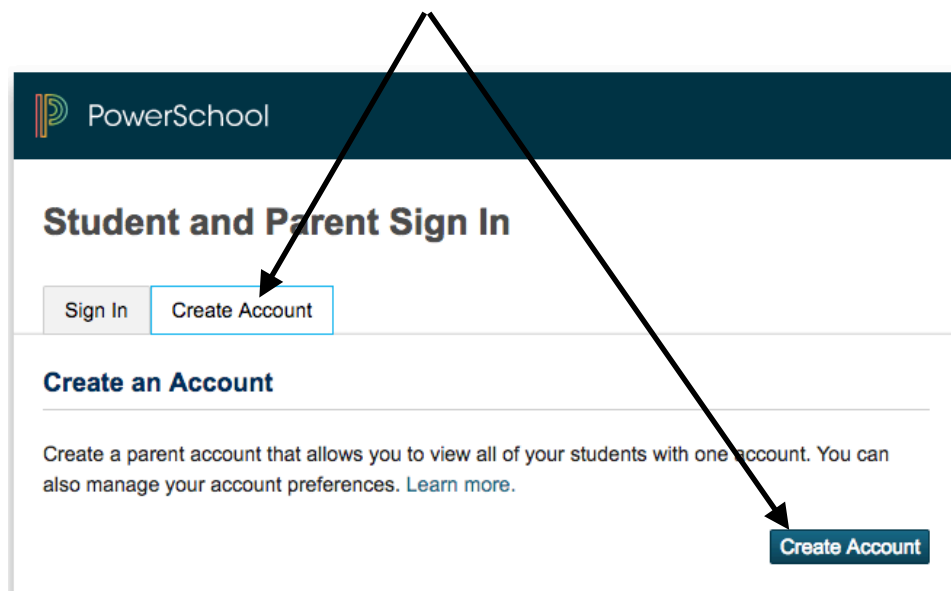
*below are the instructions to help you create your PowerSchool account*

**Step 1** - Go to: <https://www.napls.us/domain/177>.

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



**Step 3** - Click on the "Create Account" tab and then 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. You can call the main office at your child's school if you lost or never received your Access ID.



**Step 4** - 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

2

Student Name

Access ID

Access Password

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

**PowerSchool**

**Student and Parent Sign In**

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

**Step 6** - 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>