

McLouth USD #342

PowerSchool Quick-Start Tutorial for Parents, Guardians, and Students

Introduction

PowerSchool is the student information system used by the McLouth School District. It is a web-based application that allows parents and students to log into a secure account from home, school or work; access real-time assignments, grades and attendance; request reports; email teachers; and more.

Parent and Student Access to PowerSchool

The McLouth School District PowerSchool web address is <https://powerschool.mclouth.org/public>. There is also a "PowerSchool Parent Portal" link at the top of the district webpage at www.mclouth.org.

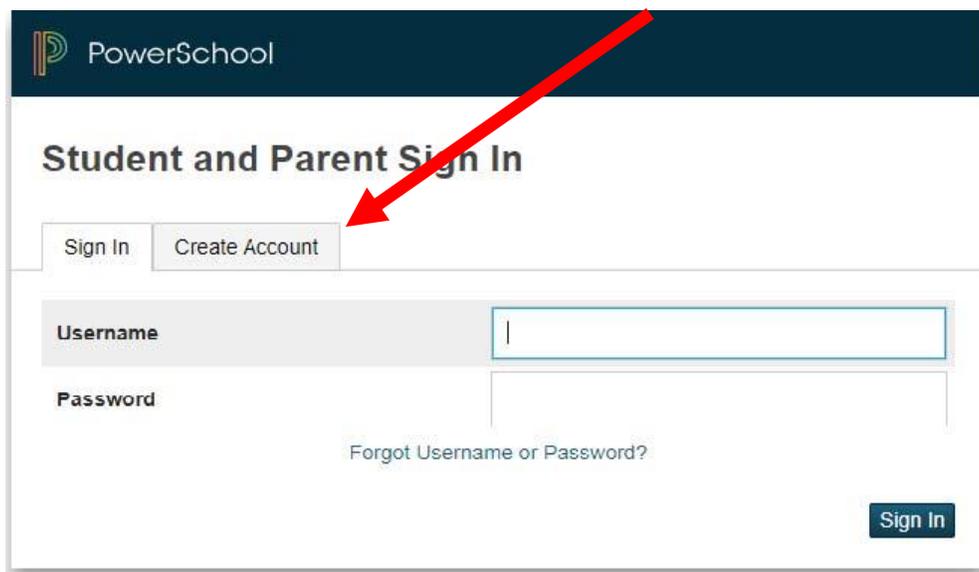
Create a Parent Single Sign-on Account

To make access to your children's information easier, PowerSchool now offers a single sign-on option that allows parents to create one account from which to access information for each child in the family.

Parents will receive a separate Access ID and Access Password for each child from the school(s). If you have need, or have forgotten the Access ID or Password for your child, please contact the school office.

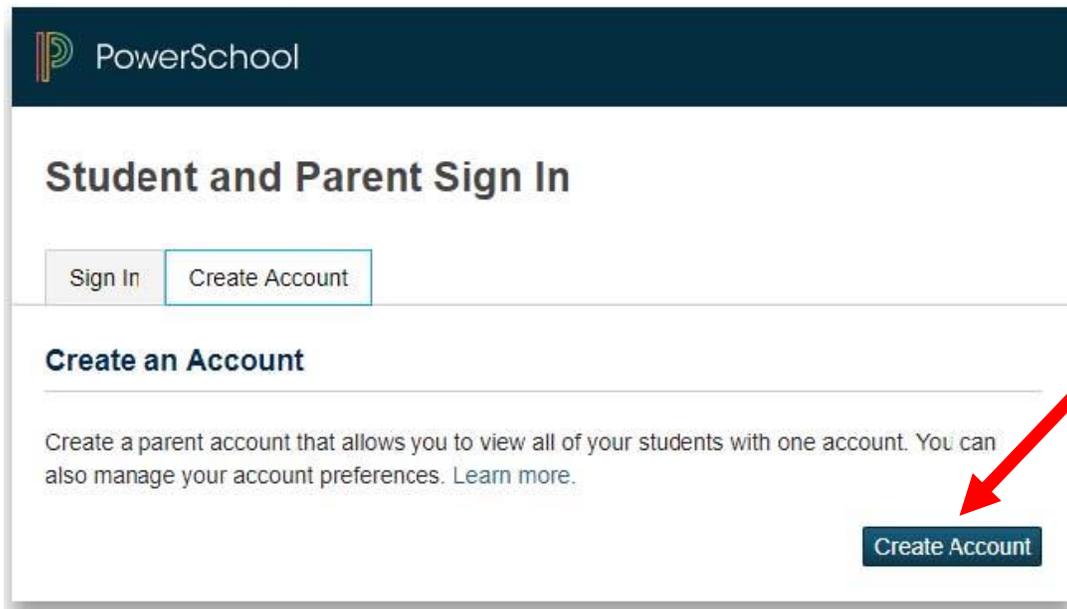
Once you have your child's Access ID and Password, you are ready to set up a PowerSchool account.

1. Click on the Create Account tab



The screenshot shows the PowerSchool login interface. At the top, there is a dark blue header with the PowerSchool logo and name. Below the header, the page title is "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". A red arrow points to the "Create Account" tab. Below the tabs, there are two input fields: "Username" and "Password". Below the "Password" field, there is a link that says "Forgot Username or Password?". At the bottom right, there is a "Sign In" button.

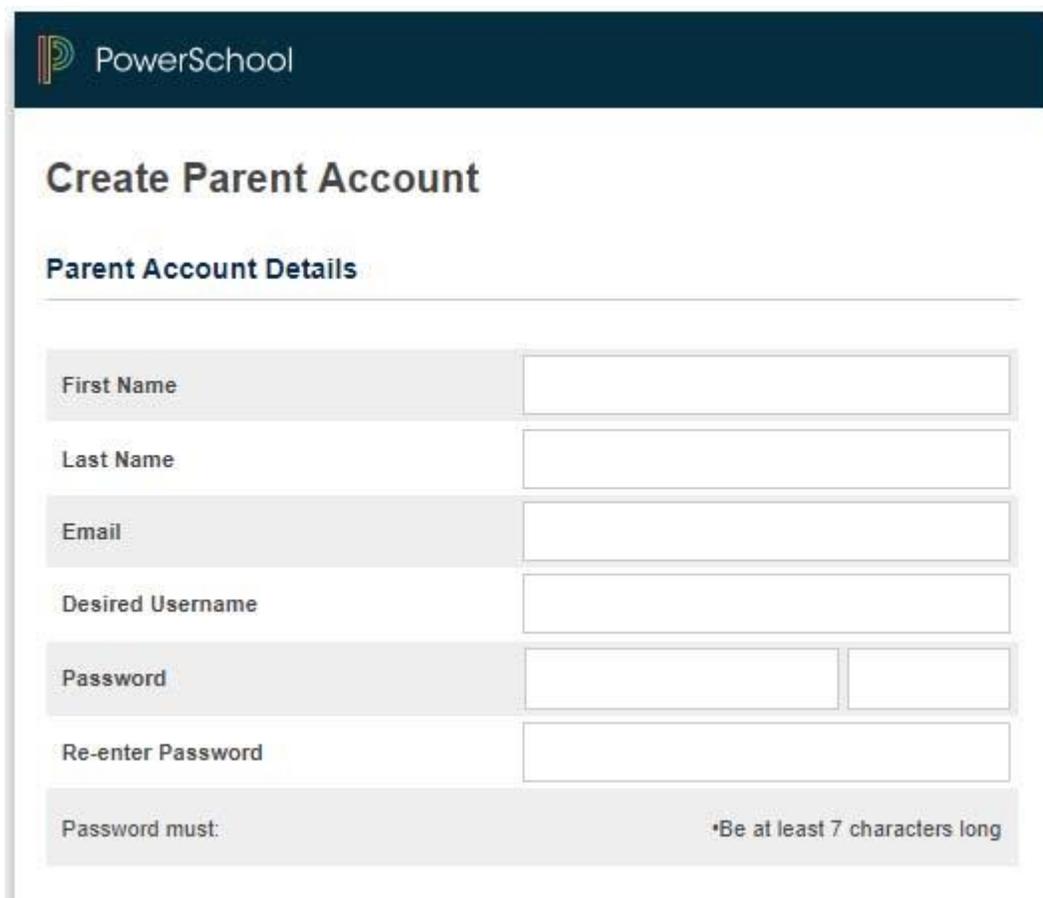
2. Then click on Create Account again at the bottom right hand corner of the new box



The screenshot shows the PowerSchool login page. At the top, there is a dark blue header with the PowerSchool logo and name. Below the header, the main heading is "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". The "Create Account" button is highlighted with a red border. Below this, there is a section titled "Create an Account" with a sub-heading "Create an Account". The text below reads: "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.](#)". At the bottom right, there is a dark blue button labeled "Create Account", which is pointed to by a red arrow.

3. Enter information to create your account

TIP: Before starting step 2, decide on a User Name and Password and write them down



The screenshot shows the PowerSchool "Create Parent Account" page. At the top, there is a dark blue header with the PowerSchool logo and name. Below the header, the main heading is "Create Parent Account". Underneath, there is a section titled "Parent Account Details". The form contains several input fields: "First Name", "Last Name", "Email", "Desired Username", "Password" (with a separate field for password confirmation), and "Re-enter Password". At the bottom, there is a grey box with the text "Password must:" followed by a bullet point and the requirement "•Be at least 7 characters long".

4. For each child enter Name, Access ID, Password and select a relationship

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	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose ▼

2

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose ▼

5. When finished entering all information - click Enter

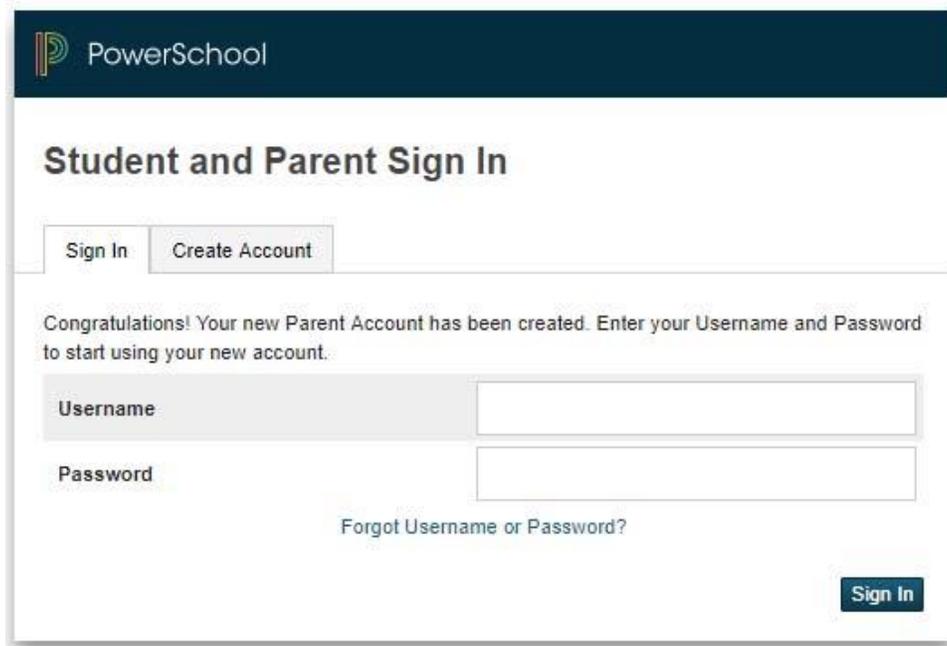
7

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose ▼

Enter



The next screen should be a confirmation that your Parent Account has been created. Log back in using your User Name and Password. (You will use the same login information to login in using the PowerSchool App.)



The image shows a screenshot of the PowerSchool website's sign-in page. At the top, there is a dark blue header with the PowerSchool logo and name. Below the header, the page title is "Student and Parent Sign In". There are two tabs: "Sign In" (which is active) and "Create Account". A message reads: "Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account." Below this message are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned in the bottom right corner.

PowerSchool

Student and Parent Sign In

Sign In Create Account

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

Username

Password

[Forgot Username or Password?](#)

Sign In

The PowerSchool Environment

PowerSchool opens to the **Grades and Attendance** page. It is a quick lookup page which shows classes, teachers, grades and attendance which pull from the teacher gradebooks for the current term. Once grades start to appear under the terms, you may double-click the grade to see class assignments.

Parents with more than one child will have selection tabs in this area for multiple students.

PowerSchool

Welcome, [User Name] | Help | Sign Out

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars

Grades and Attendance: Standards Grades

Attendance By Class

Exp	Last Week				This Week				Course	Q1	Q2	X1	Q3	Q4	X2	Absences	Tardies
	M	T	W	H	F	M	T	W									
1(A-E)	HERE								PHYSICAL EDUCATION 6		--	--	--	--	--	0	0
1(A-E)									ART 6	--	--	--	--	--	--	0	0
2(A-E)									MATH 6		--	--	--	--	--	0	0
3(A-E)									SCIENCE 6		--	--	--	--	--	0	0
4(A-E)	HERE								SOC STUDIES 6		--	--	--	--	--	0	0
5(A-E)									LUNCH	--	--	--	--	--	--	0	0
6-7(A-E)									ADV. READING 6		--	--	--	--	--	0	0
8(A-E)									BAND 6	--	--	--	--	--	--	0	0
9(A-E)									ADV. ENGLISH COMP. 6		--	--	--	--	--	0	0
10(A-E)									Advisory 6	--	--	--	--	--	--	0	0
Attendance Totals																0	0

Current weighted GPA (Q3):

Show dropped classes also

Other pages may be accessed by clicking on the icons in the menu bar at the top of the screen.

Grades History shows final term grades that have been stored into student course history.

Attendance History gives a breakdown of dates absent and absence reasons.

Email Notification allows you to choose what reports you would like emailed to you and how often. This feature is optional, and reports can be quite voluminous. Most of this information can be obtained from the web pages.

Teacher Comments allows you to view comments teachers have made relative to the class. You may also find comments in the Grades and Attendance area relative to the term.