<u>PowerSchool Parent Portal</u>

To the parents/guardians of **<u>John Doe</u>**,

You can now create a Parent Portal account to link all your children with a single login. Follow the first set of directions to **create a new account** or move on to the second set of directions to **add children to an existing account.**

<u>To create an account:</u>
1. Go to the district website at **<u>www.usd499.org</u>** and click on the **PowerSchool** button.
2. Click on the **Students and Parents** button underneath PowerSchool Logins.
3. Select **Create Account**.
4. Enter a username and password that you can remember.
5. Begin linking students - Enter student's **FIRST NAME ONLY**, Access ID, and Password provided. **You'll need Access IDs and Passwords for each student you want to link.** Choose your relationship to the student and click **Enter** when all information is filled in.

<u>To add children to an existing account:</u>
1. Log in to your Parent Portal account from the district website.
2. Click on **Account Preferences** on the left-hand side.
3. Select the **Student** tab.
4. Enter student's **FIRST NAME ONLY**, Access ID, Password, and your relationship to them. **You'll need Access IDs and Passwords for each student you want to link.**

Access ID: #####
Password: #####

Having a Parent Portal account will allow you to access **John's** grades, attendance and more. Anything in blue can be clicked on for more information such as teacher's names, grades, assignments, etc. You can also download the PowerSchool app to your phone and take it with you! Use code **LBKX** during the initial setup.

THE PARENT PORTAL WILL BE USED TO ENROLL STUDENTS FOR NEXT YEAR

If you have any questions regarding the use of your Parent Portal, please contact me at <u>hpetry@galena499.org</u>.

Thank you,

Hollie Petry
Information Specialist

Want to receive text messages from the school? Text **YES** to **67587**. *Standard message and data rates apply.*