

Parent Portal Single Sign-On

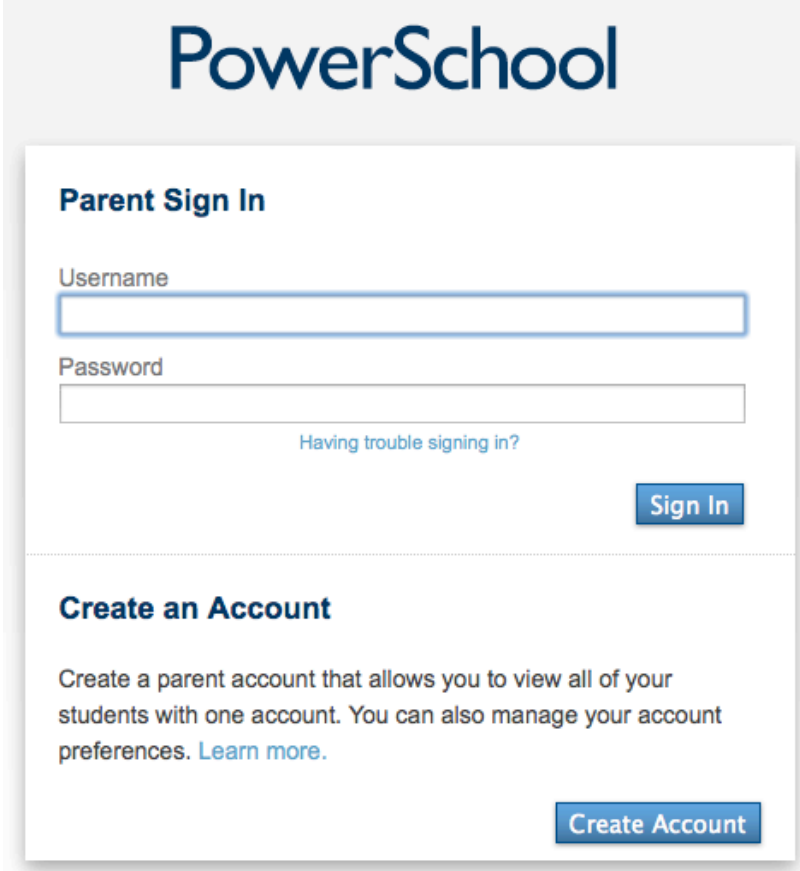
IF YOU HAVE NOT ALREADY CREATED A NEW PARENT PORTAL LOGIN SOME TIME AFTER JULY 2012, YOU WILL NEED TO FOLLOW THESE INSTRUCTIONS TO SET ONE UP.

The Single Sign-On feature will allow you to have one login for Parent Portal, but allow you to view each of your student's grades and attendance. Also, parents and guardians will no longer have to share logins as each parent or guardian should setup their own unique login and password.

- Browse to the Parent Portal website

<http://ps.gfps.k12.mi.us/public>

- On the Parent Sign In screen click on **Create Account**



The screenshot shows the PowerSchool Parent Sign In page. At the top, the PowerSchool logo is displayed in blue. Below the logo, the page is divided into two main sections. The first section is titled "Parent Sign In" and contains two input fields: "Username" and "Password". Below the password field is a link that says "Having trouble signing in?". To the right of the password field is a blue button labeled "Sign In". The second section is titled "Create an Account" and contains 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.](#)". At the bottom right of this section is a blue button labeled "Create Account".

Create Parent Account


You must have the PARENT Access ID and Access Password for the students you are requesting access to create an account.

If you need your Parent Access ID and Password, contact your student's school main office.

All fields in this section are required, and include the following:

- First Name
- Last Name
- Email (must be unique)
- Desired User Name (must be unique)
- Password
- Re-enter Password

Create Parent Account

First Name	<input type="text" value="Jane"/>
Last Name	<input type="text" value="Doe"/>
Email	<input type="text" value="janedoe@comcast.net"/>
Desired Username	<input type="text" value="jdoe"/>
Password	<input type="password" value="*****"/>  Better
Re-enter Password	<input type="password" value="*****"/>

Password must:

- Be at least 6 characters long

The second section on the page, "Link Students to Account," requires that the information for at least one student be provided, and includes the following:

- **Parent Portal Parent Access ID and Password**
(Previously parent username and password)

Note: Parent Access ID and Password fields are case-sensitive. The Access ID starts with an uppercase letter, and the Access Password is ALL CAPS.

Link Students to Account

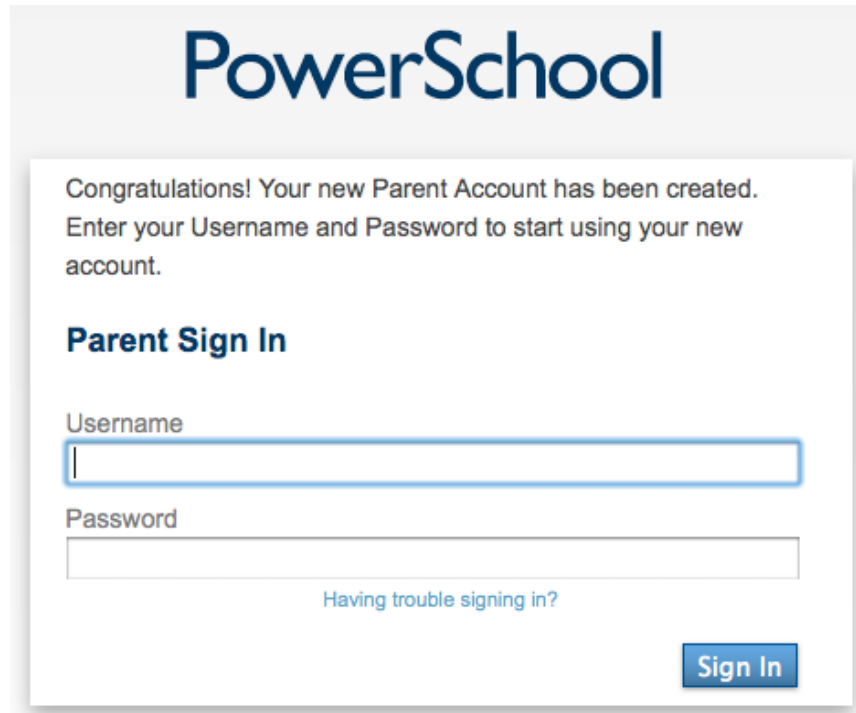
Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

	Student Name	Access ID	Access Password	Relationship
1.	<input type="text" value="John Doe"/>	<input type="text" value="Doe"/>	<input type="password" value="*****"/>	<input type="text" value="Mother"/>
2.	<input type="text" value="Mary Smith"/>	<input type="text" value="Smith502"/>	<input type="password" value="*****"/>	<input type="text" value="Mother, step"/>

- When you are done, click the **Enter** button at the bottom of the screen.

When created successfully, the screen below will display.

You can then login using your new User Name and Password.



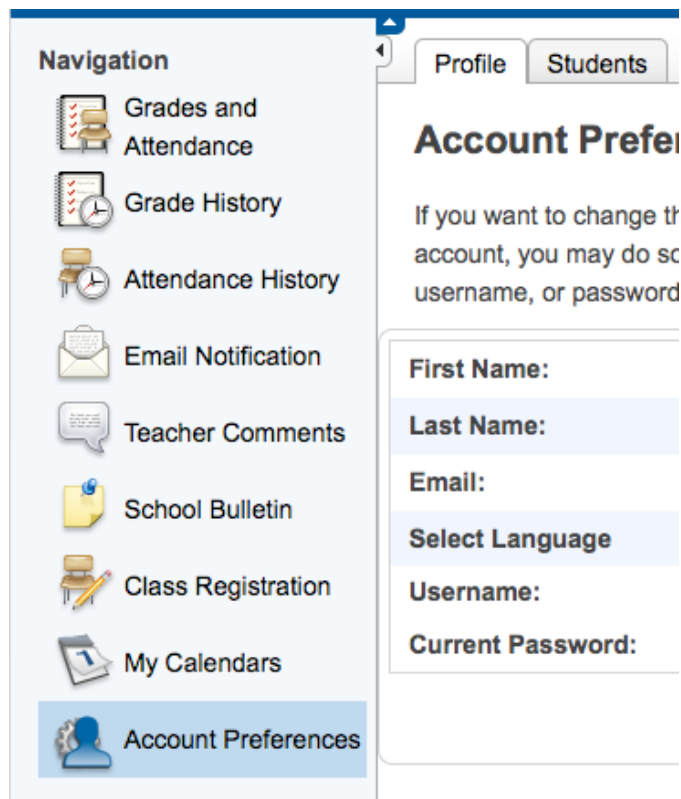
The image shows the PowerSchool Parent Sign In screen. At the top, the PowerSchool logo is displayed in blue. Below the logo, a message reads: "Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account." Underneath this message is the heading "Parent Sign In". There are two input fields: "Username" and "Password". Below the password field is a link that says "Having trouble signing in?". At the bottom right of the form is a blue "Sign In" button.

Add other Students from Parent Portal

If you have more than one student and didn't enter them all at the same time, you can add them the next time you login to Parent Portal.

- Login to Parent Portal with your newly created User Name and Password

- In the left pane, click on **Account Preferences**
- In the right pane, click on **Students** tab

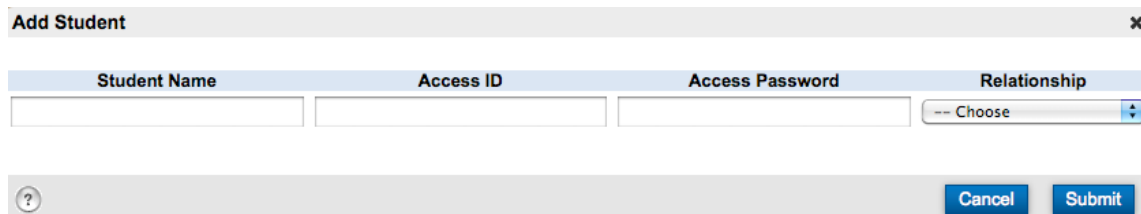


The image shows the PowerSchool Parent Portal interface. On the left is a "Navigation" menu with icons and labels for: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, My Calendars, and Account Preferences (which is highlighted in blue). On the right, there are two tabs: "Profile" and "Students". Below the tabs is the "Account Preferences" section, which includes a message: "If you want to change th account, you may do so username, or password". Below this message are several input fields with labels: "First Name:", "Last Name:", "Email:", "Select Language", "Username:", and "Current Password:".

- Click on the **Add** button
- Enter the student's first and last name
- Enter the **Parent Portal Parent Access ID and Password**
(Previously parent username and password)

Note: Parent Access ID and Password fields are case-sensitive. The Access ID starts with an uppercase letter, and the Access Password is ALL CAPS.

- Select the relationship to the student, and click on **Submit**.



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

?

Cancel Submit

You will now see each of your student's first names at the top in the blue bar. Click on the name of the student to view their individual grades and attendance.