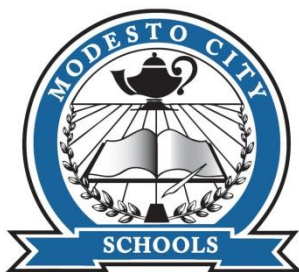
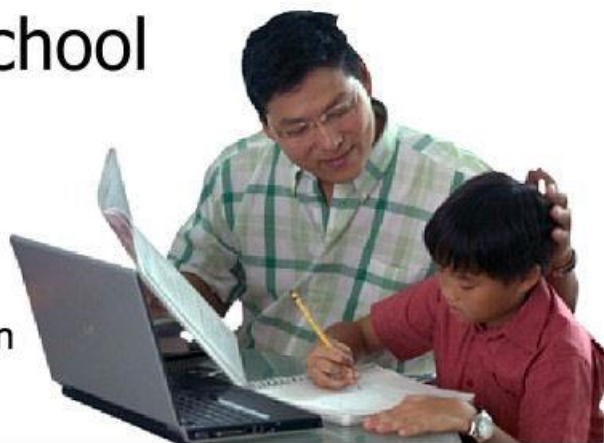


# PowerSchool User Guide For Parents

## The **Power**School Parent Portal

Allowing parents real-time  
access to student information



**MODESTO CITY SCHOOLS**  
**COMMUNICATE • COLLABORATE • CELEBRATE**

(Updated 10/23/14)

# PowerSchool Parent Portal

## LET'S GET STARTED

To get started, you must

- Get the Parent Access Account ID and Password for your student(s),
- Create your personal PowerSchool Parent Portal Access Account(s) and associate your students to it.

## GET PARENT ACCESS ACCOUNT IDs AND PASSWORDS FOR YOUR STUDENT(S)

Please note that your student uses a different account ID and password to login and is different than the information you will look up by following this process. Most student account IDs and passwords can be retrieved through the Parent Access Account Lookup Program found at <http://goo.gl/2894Q>

Parents will need to have the following information available in order for the account ID lookup to work:

- School site
- Student ID
- Student Birth Date
- Student's last four digits of SSN

### Parent Access Account Lookup

Please enter the following information to verify your student's identity

Choose School:	<input type="text" value="Mark Twain"/>
Student ID:	<input type="text" value="35623"/>
Birth Date:	<input type="text" value="Aug"/> <input type="text" value="03"/> <input type="text" value="1996"/>
Last four digits of SSN:	<input type="text" value="9536"/>

[Submit](#)

Student Account Id: **3730**

Student Password: **4471**

If this method does not work, you may request that your login information be sent to you by contacting your school's office. A letter will be mailed to you with your login information. Login IDs and passwords will not be given out over the phone, or in an email, to protect the confidentiality of your son/daughter's information.

***NOTE: The Account Access ID and Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.***

## CREATE YOUR PERSONAL POWERSCHOOL PARENT PORTAL ACCOUNT(S)

There are two separate parent portals; one for grades K-8 and one for high school. If you have students in both grade levels, you will need to create an account for both portals. Once you have retrieved the Parent Account Codes, follow the links below to set up your account and register your student codes. (You will need to click on the button that says **CREATE ACCOUNT**.)

K - 8th grade: <https://psk8.monet.k12.ca.us>

9 - 12th grade: <https://pshs.monet.k12.ca.us>

The screenshot shows two sections. The top section is titled 'Login' and has a red banner that says 'Returning users login here'. It contains a 'User Name' field with a red arrow pointing to it, a 'Password' field, a link for 'Having trouble logging in?', and a 'Submit' button. The bottom section is titled 'Create an Account' and contains text explaining the benefits of a parent/guardian account, a link for 'Learn more', and a red banner that says 'First-time users start here' with a red arrow pointing to a 'Create Account' button.

# PowerSchool Parent Portal

Complete the parent user information and enter the Student Account ID and Password for each student in that grade range.

**PowerSchool High School District**

**Create Parent/Guardian Account**

First Name: Elen  
Last Name: Ochoa  
Email: eochoa@yahoo.com  
Desired User Name: Elen Ochoa  
Password: [masked] Strongest  
Re-enter Password: [masked]

**Link Students to Account** **From Student Account Lookup**

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

Student Name	Access ID	Access Password	Relationship
1. Eric	123456	[masked]	Mother, natural/adoptive
2. Susana	123457	[masked]	Choose
3.			Choose
4.			Father, natural/adoptive Mother, natural/adoptive Grandfather

## RETURNING USERS

Once you have set up your parent login(s) and associated your students to your login by entering their Student Account IDs and Passwords, you may login directly by entering your Parent Username and Password that you created.

## NAVIGATION BAR

The navigation links appear along the left side of the PowerSchool Parent Portal start page, and are common to every page in the application.

**PowerSchool Elementary District** ← Click here to return to the start page.

**Navigation**

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Calendars
- Account Preferences
- SchoolMessenger®
- Download on the App Store
- GET IT ON Google play










**Grades and Attendance:** [Student Name] [Teacher Name]

Exp	Last Week					This Week					Course	P1	S1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F					
1(A)											US History 8 Honors GATE S1 * Adams, Mark - Rm. 28	-	-	0	0
2(A)											Physical Education 8 S1 * NELSON, THOMAS S - Rm. 64	-	-	0	0
3(A)											STARCENTER I Fut City Engineer and Desig * OLLAR JR, LEE - Rm. 20	-	-	0	0
4(A)											8 Language Arts Honors GATE S1 * McClure, Jennifer - Rm. 24	-	-	0	0
5(A)											Lunch S1 * McDonald, Marie - Rm. CAFE	-	-	0	0
6(A)											Secondary Math I JH S1 * MICHELENA, JOSEPH J - Rm. 27	-	-	0	0
7(A)											Physical Science Honors GATE S1 * OLLAR JR, LEE - Rm. 20	-	-	0	0
<b>Attendance Totals</b>														0	0

# PowerSchool Parent Portal

## MAIN MENU

The main menu consists of several icons within the navigation bar and includes links to the following features:

FIELD	DESCRIPTION
 Grades and Attendance	Click to view student grades and attendance for the current term. For more information, see <a href="#">Grades and Attendance</a> .
 Grade History	Click to view student grades for the previous term. For more information, see <a href="#">Grade History</a> .
 Attendance History	Click to view attendance history for the current term. For more information, see <a href="#">Attendance History</a> .
 Email Notification	Click to set the email notifications you wish to receive on a regular basis. For more information, see <a href="#">Email Notifications</a> .
 Teacher Comments	Click to view any teacher comments. For more information, see <a href="#">Teacher Comments</a> .
 School Bulletin	Click to view the school bulletin for the student selected. For more information, see <a href="#">School Bulletin</a> .
 My Calendars	This calendar module requires a third party program to run and will not be utilized in PowerSchool for MCS.
 Account Preferences	Use this feature to update account information and add/delete student associations. For more information, see <a href="#">Account Preferences</a> .
 SchoolMessenger	Use this feature to view and update the settings for broadcast messages. For more information, see <a href="#">SchoolMessenger</a> .

## PRINTING

In the navigation bar, under the main menu is a printer icon.



Click this icon to print the current page for your records.

## GRADES AND ATTENDANCE

Use this page to view the grades and attendance for the student in the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

Grades and Attendance Standards Grades

**Grades and Attendance**

Attendance By Class

Exp	Course	S1	S2	Q1	Q2	Q3	Q4
1(A)	Health A S1 GENTILE, PATRICK A	---	---	---	---	---	---
2(A)	Pre AP Physics S1 TOSCANO, MARILYN K	A+ 100	---	---	---	---	---

Click the score for more details

# PowerSchool Parent Portal

## CLASS SCORE HISTORY

Due Date	Category	Assignment	Score	%	Grade
06/26/2008	WE	WEEK6	100/100	100	A
06/26/2008	WE	WEEK7	88/100	88	B
06/26/2008	WE	WEEK8	100/100	100	A
06/26/2008	WE	WEEK9	88/100	88	D
06/27/2008	PROJ	Assign 1	88/100	88	B
06/27/2008	ATT	ATTW03	100/100	100	A
06/27/2008	WE	WEEK1	100/100	100	A

## GRADES HISTORY

Use this page to view quarter and semester grades for the student for the current term. As with the Grades and Attendance screen, clicking the grade in the % column will open the Class Score Detail Page. A caret (^) indicates score is exempt from final grade. An asterisk (\*) indicates an assignment is not included in final grade.

## ATTENDANCE HISTORY

Use this page to view attendance records for the student in the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

Course	Expression	6/23-6/29	6/30-7/6	7/7-7/13	7/14-7/20	7/21-7/27	7/28-8/3	8/4-8/10
		M T W H F S	S M T W H F S	S M T W H F S	S M T W H F S	S M T W H F S	S M T W H F S	S M T W H F S
Criminal Justice Baldwin, D Et: 6/22/08 Lt: 8/9/08	1(A)	A - -	- - T	T - -	- - A A	- -	- -	- -

**Legend**  
Attendance Codes: Blank=Present | A=Absent | T=Late - Excused Tardy | W=Late < 30 min - w/o valid excuse | M=Late > 30 min - w/o valid excuse | L=Left Class Early | X=Unexcused | I=Illness | D=Doctor | J=Justified - Personal Reasons | O=On Campus | H=Home Suspension | C=In-School Suspension | S=Saturday School | F=School Activity | N=IS - Work Not Completed | Y=IS - Work Completed | P=Positive | G=Home and Hospital | E=Proof of Immunization | R=Attending MJC | K=School Closure

## EMAIL NOTIFICATIONS

If you wish to receive information about your student's grades, attendance, and assignment scores, use this page to set up your email preferences. You can specify which information you would like to receive, how often you would like to receive the information, and where to send the email.

Email Notifications - Abd. Fatuma S

What information would you like to receive?

- Summary of current grades and attendance
- Detailed reports showing all assignment scores for each class
- Detailed report of attendance
- Balance Alert (Date: Will only be sent when a student is low on funds)

How often?

Email Address:

Additional Email Addresses:

Apply these settings to all your students?  
 Send now for Fatuma?

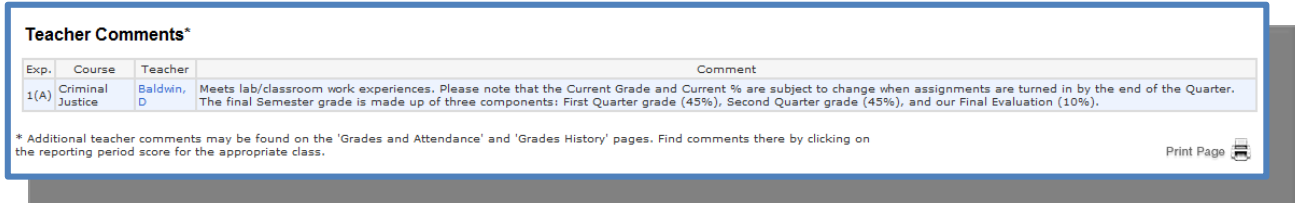
Submit



# PowerSchool Parent Portal

## TEACHER COMMENTS

Use this page to view any comments that teachers entered regarding items such as the student's achievement or behavior.



## SCHOOL BULLETIN

Use this page to view the daily/weekly school bulletin for your child. Please be patient as many sites are not yet utilizing this feature. As the school year progresses, more and more sites will begin to use it.

## ACCOUNT PREFERENCES

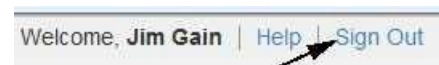
Use this page to change account login information and add/delete student associations. To add additional students to this account you will need to know the students access ID and access password. Edit user name and password by clicking on the icon



## QUIT POWERSCHOOL PARENT PORTAL

When finished working in PowerSchool Parent Portal, it is important to log out of the application. You can log out of PowerSchool Parent Portal from any page in the application.

To sign out, click Sign Out in the upper right corner of the screen.

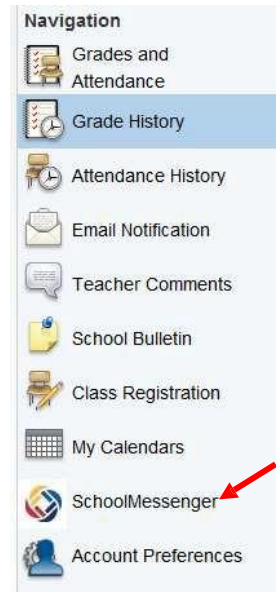


**NOTE:** If you are not actively working in PowerSchool Parent Portal, your session may timeout. If so, you need to log in again.

# PowerSchool Parent Portal

## SCHOOL MESSENGER

After logging in to the Parent Portal, click on the **Grade History Navigation button**. The icon for SchoolMessenger will be visible from this page or from the Attendance History or Email Notification pages. Click on this icon to access the settings for Contact Manager. SchoolMessenger's Contact Manager allows you to play messages and read emails sent to your household within the last 30 days. Contact Manager also allows you to choose which message types (Emergency, Attendance, General, etc) you want to receive for each phone number and email address you have provided to your child's school.



The Messages tab in SchoolMessenger will display all messages regarding your student(s) sent in the last 30 days, simply click PLAY or READ EMAIL.

The screenshot shows the SchoolMessenger interface for Modesto City School District. It features a 'Messages' tab and a table of messages from the last 30 days. The table has columns for Date, Broadcasts Name, Sent By, and Actions. Red arrows point to the 'Play' and 'Read Email' buttons in the Actions column.

Date	Broadcasts Name	Sent By	Actions
May 19, 2014	All call message 5/19/2014	David Annetti	▶ Play
May 13, 2014	Yearbook distribution 5-13-14	Sara Gil	▶ Play
May 11, 2014	Yearbook 5-11-14	Sara Gil	▶ Play
May 7, 2014	Patriot Award	Dan Park	▶ Play ▶ Read Email
May 5, 2014	TLC reminder 5-5-14	Sara Gil	▶ Play

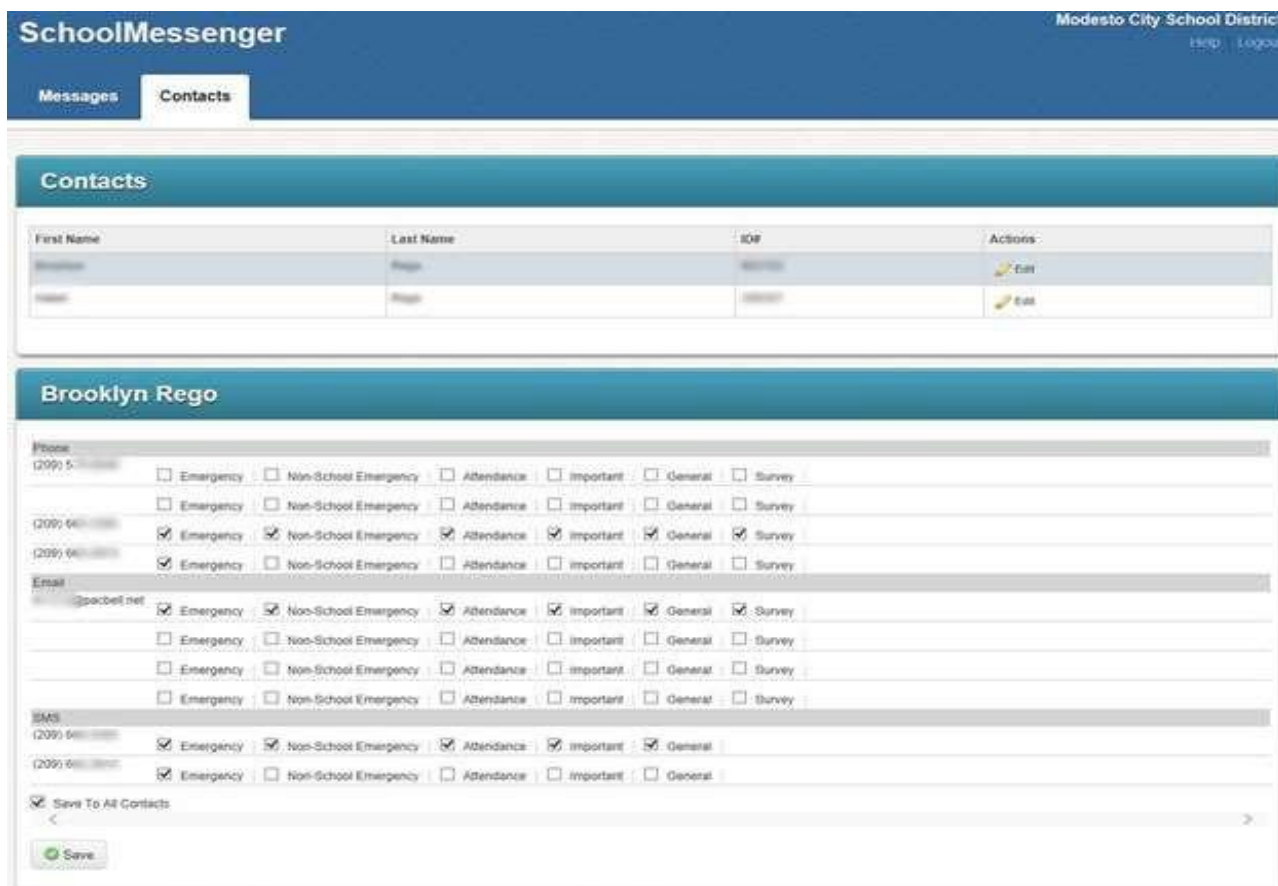
Date	Broadcasts Name	Sent By	Actions
May 13, 2014	Yearbook distribution 5-13-14	Sara Gil	▶ Play
May 11, 2014	Yearbook 5-11-14	Sara Gil	▶ Play
May 8, 2014	Senior Cap-Gown/Principal Letter 5-8-14	Sara Gil	▶ Play
May 7, 2014	Patriot Award	Dan Park	▶ Play ▶ Read Email
May 5, 2014	TLC reminder 5-5-14	Sara Gil	▶ Play
May 5, 2014	Cap and Gown Distribution 5-5-14	Sara Gil	▶ Play

# PowerSchool Parent Portal

The Contacts tab will allow you to change contact preferences by clicking on Edit.



To set your preferences, click the boxes next to each phone number and email address to indicate which message types you want to receive. If you have multiple students and want to apply the same preferences to each student, make sure you check the box next to “Save To All Contacts” at the bottom of the screen.



**\*\* Parents cannot update phone numbers and email addresses directly in SchoolMessenger. Parents must contact EACH child’s school directly to update phone numbers and/or email addresses.**