Dear Parents,

District 54 is continuing to use Parent Single Sign-On from within PowerSchool. What that means is the following:

1. Parents will be able to create a personalized account using a Username and Password that they select. **All parents need to do this.** However, you will need the Access ID and Access Password that you should have received from your school in a PowerSchool letter.

2. Parents will then be able to access multiple students attending District 54 with just the one sign-on.

3. Parents and Students will be able to access their data using the new PowerSchool apps for the iPhone, iPad, or iPod Touch using iOS 4.0 or later. (More on that later.)

4. Parents will also have the ability to manage their own account preferences.

To set your personal account up, go to district54.powerschool.com/public in your browser of choice.

The sign-on screen will look like this:

![PowerSchool Sign-On Screen](image-url)
You will need to select “Create Account” which is the second tab, as the “Sign In” tab will not function until you create a new account with a new username and password. If you attempt to sign in using the Parent Sign In prior to creating an account, you will receive the message “Invalid User Name or Password”.

This is what you will see after selecting the tab, “Create Account”:
Next, select “Create Account” in the lower right hand corner. The following screen will appear:

On this screen you must enter all information requested in the “Create Parent Account” section. We suggest that you use a Username and Password for your “new” login that you may currently be using as that would be easier to remember, but you may enter anything you choose. The only requirement is that the password must be 6 characters/numbers long. No matter what you decide, please write down your new username and password for future reference.

In the “Link Student to Account” section at the bottom, you must enter at least one student using the Access ID and password that is contained in the letter to access your student(s) PowerSchool data. Use your IDs and passwords, not your student's which they would have received separately! If you have more than one student attending in District 54, this is the time to enter all your children’s names (there is room for 7!!) and the passwords. If you have more than one student attending school in District 54, you should have received a letter for each. After entering all the information select “Enter” (not visible on our screen shot above) at the bottom right corner of the window. You may have to scroll
down. If everything is correct, a new sign-on window will appear. If there was an omission/error made, it will indicate what is wrong and it must be corrected before you will be allowed to sign in.

After PowerSchool accepts what you entered, you will need to enter your “new” Username and Password to enter PowerSchool. Upon entering, you will see the data screen for your student. However, if you linked more than one student to your account, you will see all their names in the upper left corner of the screen. Just click on one to go to that student’s PowerSchool data. When you’re finished with one student just click on the name of another to access that data.

Please check out the “Account Preference” section in the column on the left. If you click on that, the tab called “Profile” will allow you to change your Account Preferences - Profile. Items that can be changed are: Name, email, username, and password. On another tab in Account Preferences, called “Students”, you can also add students to your account if you did not initially enter them.

As I mentioned earlier, if you own an iPhone, iPad, or iPod Touch, PowerSchool has just released two new apps for parents and students. You can download the parent app at: http://itunes.apple.com/us/app/powerschool-parent/id444983648?mt=8 and the student app at: http://itunes.apple.com/us/app/powerschool-student/id444984364?mt=8. We have a link on our district website, under Quick Links for both of these apps. The easiest thing to do, however, is to search for “PowerSchool” in the App Store from your device. If you have one of these devices, I’m confident you know what I’m referring to.

Please encourage your students to log onto PowerSchool as well and keep up to date on his/her grades and assignments. And if you have not taken advantage of PowerSchool in the past, we hope that you will. We continue to feel that PowerSchool is a tremendous tool for you and your student(s).

If you have any questions or problems creating your new account, please don’t hesitate to contact me. My e-mail address is mmegowan@morris54.org.

Michael McGowan
Morris District 54