



Home Base Parent Account

WHAT IS THE HOME BASE PARENT PORTAL?

- **Home Base Parent Portal** gives parents and students access to attendance, grades and detailed assignment descriptions, school bulletins and even personal messages from the teacher.
- **Home Base’s Parent Portal** provides single sign-on access. With single sign-on access parents will create **ONE username** and **password** to manage their account information, link any and all students (for whom you have parental or legal rights), and set email and notifications preferences for each student linked to the account.

CREATING A HOME BASE PARENT PORTAL ACCOUNT

Step 1: Create A Parent Account

- You must have an access ID and password. They are included in the verification letter from the school you receive after submitting the “Application for Access” form. If you are creating an account for more than one of your children, you will need the access ID and password for at least one child enrolled in a school.

1. Open an Internet browser (Chrome, Firefox, Safari, etc.)
2. Go to **Randolph County School System’s Parent Portal**
<http://randolphco.powerschool.com>

The screenshot shows a web page with two main sections. The top section is titled "Parent Sign In" and contains input fields for "Username" and "Password", a "Sign In" button, and a link "Having trouble signing in?". The bottom section is titled "Create an Account" and contains a paragraph of text and a "Create Account" button. A red circle highlights the "Create Account" button, and a red arrow points from the text "Click the CREATE ACCOUNT button." to it.

3. Click the **CREATE ACCOUNT** button.

4. The **Create Account Screen** appears.

Create Parent Account

The screenshot shows a form titled "Create Parent Account" with the following fields: "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". Below the "Re-enter Password" field, there is a note: "Password must: •Be at least 7 characters long". A red arrow points from the text "Make sure you follow the password requirements." to this note.

5. Fill in the information to create your account.

- Type your **First Name** and then **Last Name** on next line.
- Type your **email address**.
- Type the desired **username** and **password**.
- Make sure you follow the password requirements.

- You may be prompted to select a different username if the one you choose has already been used.



Home Base Parent Account

Step 2: Link Students To Your Account

1. In the **LINK STUDENTS TO ACCOUNT**, enter the **student's name**, **access ID** and **access Password**. You **must** use the information provided to you from the school for each child.

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="Your Child's Full Name"/>	<input type="text" value="Provided by the school"/>	<input type="text" value="Provided by the school"/>	-- Choose
2. <input type="text" value="Your Child's Full Name"/>	<input type="text" value="Provided by the school"/>	<input type="text" value="Provided by the school"/>	-- Choose

2. Select your **RELATIONSHIP** to him/her for each of your children.

Repeat steps 1 & 2 to add additional children to your account. (You can up to 7 on this screen)

3. Click the **ENTER** button.

- If you receive an error message, you will need to make any corrections it suggests and fill in the passwords again.

4. If successful, you will be directed to the **PARENT SIGN IN SCREEN**.

Two dropdown menus showing "-- Choose" and a blue "Enter" button.

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

Parent Sign In

Username

Password

[Having trouble signing in?](#)

Sign In

LOGGING INTO TO PARENT PORTAL

(Once you have your account set up)

1. Open an Internet browser (Chrome, Firefox, Safari, etc.)
2. Go to **Randolph County School System's Parent Portal:** <http://randolphco.powerschool.com>
3. At the **Parent Sign In Box** enter your **username** and **password**.
4. Click the **SIGN IN** button.

Parent Sign In

Username

Password

[Having trouble signing in?](#)

Sign In

Create an Account

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.](#)

Create Account

NOTE: Do not use someone else's password or give yours to anyone else.

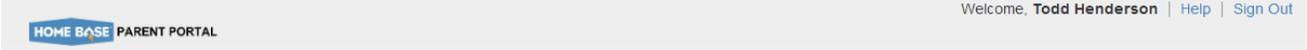


Home Base Parent Portal Start Page

When you sign in to Parent Portal, the START PAGE appears. This page serves as the central point from which you begin your PowerSchool Parent Portal session. The start page consists of the following main areas:

1. HEADER:

The header appears at the top of the Home Base Parent Portal which includes the following information:



- **POWERSCHOOL LOGO:** Click to return to the **start page** from anywhere within the application.
- **WELCOME, [Your Name]:** The first and last name of the person signed in. Your name should appear. If it does not, contact the school. (In an effort to ensure that your account is secure and your information protected, the date and time of the last time you signed in appears when you hover over your name.)
- **HELP:** Click to access the PowerSchool Parent Portal **online help**. Assistance is just a click away!
- **SIGN OUT:** Click to **sign out** of PowerSchool Parent Portal.

2. NAVIGATIONAL TOOLBAR:

The navigation toolbar appears at the top of the start page, and is common to every page in the application. The navigation toolbar includes the following information:

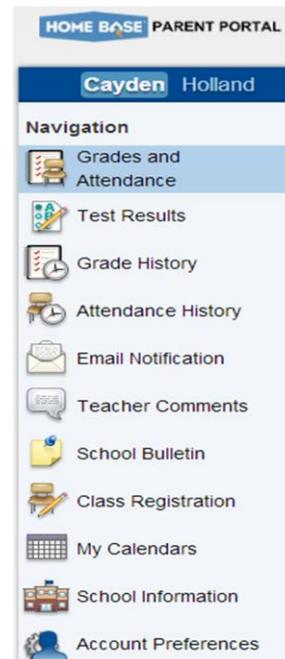


- **STUDENT TABS:** The first names of the students associated to your parent account appear in alphabetical order. Click the name of the student for whom you want to view information. The page refreshes and displays information for the selected student. If you click the name of a student and the message “Student information is not available at this time.” appears, contact your child’s school.
- **NOTIFICATION ICON:** Login security feature; displays date and time of your last system login.
- **PRINTER ICON:** Click to print a printer-friendly version of the page you are viewing. Additionally, the page includes the name of the selected student and the school and school district for that student.

3. HOME BASE PARENT PORTAL START PAGE

NAVIGATION MENU: The navigation menu serves as the **central point** from which to navigate the pages of the Home Base Parent Portal. The navigation menu includes the following links:

- **Grades and Attendance:** View student grades and attendance for the current term.
- **Grades History:** View student grades for the previous terms.
- **Attendance History:** View attendance history for the current term.
- **Email Notification:** Set the e-mail notifications.
- **Teacher Comments:** View any teacher comments.
- **School Bulletin:** View the current school bulletin (announcements).
- **Class Registration:** Register for classes and view course requests.
- **My Calendars:** Subscribe to homework and event calendars.
- **Account Preferences:** Manage your Home Base Parent Portal account preferences.





Home Base Parent Account

EXPLANATION OF ABBREVIATIONS

- Q1: 1st quarter
- Q2: 2nd quarter
- Q3: 3rd quarter
- Q4: 4th Quarter
- S1: 1st semester
- S2: 2nd semester
- F1: Final Grade

GRADING SCALE

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 60 or below is an F

FORGOT MY USERNAME OR PASSWORD

If account sign-in information has been forgotten, it can be retrieved by using the auto-recovery feature on the sign-in page.

1. Open a web browser. (Internet Explorer, FireFox, Chrome, etc.)
2. Go to this web address: <http://randolphco.powerschool.com>
3. Click the link >>>**Having Trouble Signing In?**

Parent Sign In

Username

Password

[Having trouble signing in?](#)

Sign In

4. The **Recover Account Sign In Information** screen appears.

Recover Account Sign In Information

To recover your account sign in information, provide the information below.

Forgot Password? **Forgot Username?**

Username

Email Address

Enter

If you are experiencing sign in issues or have questions or comments about PowerSchool, please contact your school directly. For security reasons, Pearson employees are unable to assist with sign in, password, or other accessibility issues related to this school's PowerSchool systems. Thank you in advance for your understanding.

5. You can request your **Password** or **Username** to be Sent to you by email. You choose the option.
6. After you choose the method to retrieve account information, click the **ENTER** button.
7. Check your email for a message from PowerSchool. The message will provide either your **password** or **username** depending on which tab you chose.