

# Creating your Parent/Guardian Account

Go to the District Website – [WWW.GCSD.K12.SC.US](http://WWW.GCSD.K12.SC.US) choose the Parent Portal button

## Step 1: Create your Parent/Guardian Account

If this is the first time you have logged into the Parent Portal, the first step is to create a new account. Do this by clicking the Create Account button.

## Step 2: Set up your Parent/Guardian Account

In the **Create Parent/Guardian Account** area enter the Parent/Guardian's first name, last name, email address, desired username, and a password (enter the password twice to be sure it matches).

In the **Link Students to Account** area enter all students who are to be added to the parent/guardian's account. For example, if a parent/guardian has three students in GCSD, add all three students' names. Then in the Access ID field enter the student's Confidential ID from the letter sent by the student's school, in the Access Password enter the student's Password also included in the letter, and then choose the relationship the student is to the parent/guardian (son, daughter, grandson, granddaughter, etc).

Click the **Enter** button to complete the set up of the account.

The screenshot shows a web browser window with the URL [http://powerschool.gcsd.k12.sc.us/public/create\\_multi\\_student\\_account.html](http://powerschool.gcsd.k12.sc.us/public/create_multi_student_account.html). The page title is "PowerSchool Parent Logon". The main content area is titled "Create Parent/Guardian Account" and contains the following form fields:

- First Name: David
- Last Name: Almonte
- Email: dalmonte@somewhere.com
- Desired User Name: Dad
- Password: [masked]
- Re-enter Password: [masked]

Below these fields is a section titled "Link Students to Account" with the instruction: "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account". This section contains a table with the following data:

Student Name	Access ID	Access Password	Relationship
1. David Almonte	893	...	Son
2. Jorja Mae Almonte	789	...	Daughter
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose

The image shows the PowerSchool login and account creation interface. It includes a "Login" section with fields for "User Name" and "Password", a "Submit" button, and a link for "Having trouble logging in?". Below this is a "Create an Account" section with a "Create Account" button and a brief description of the account type. At the bottom, there is a Pearson logo and copyright information: "Copyright © 2005 - 2010 Pearson Education, Inc., or its affiliates. All rights reserved. www.PearsonSchoolSystems.com".

## Account Preferences

A page named **Account Preferences** is available in the PowerSchool Parent Portal and is accessible once the parent/guardian has logged in by clicking the Account Preferences icon in the top navigation menu. This page allows parents/guardians to manage their account information, including their name, user name, account password, and email address. Parents/guardians can also add additional students to their account, provided they have the access ID and access password for any student they wish to add.

Any questions should be forwarded to the school.