

## **PowerSchool *Create an Account* Parent Instructions for the Single Sign-on Parent Portal 2015-2016**

To the Parent/Guardian of CSAS Student:

*Chattanooga School for the Arts and Sciences Upper School* is pleased to continue to provide you with access to current grades and attendance for your student via the Internet. Both you and your student will have access to this information through the *PowerSchool Parent Portal*. With the new *Single Sign-On* process for the Parent Portal you must create a new account.

### **Please follow these steps:**

1. Open the Internet browser on your computer.
2. Type <http://powerschool.hcde.org/> into the address bar.
3. Click the "Create Account" tab and then the "Create Account" button at the bottom of the page.
4. Complete the fields on the top half of the page:
  - Parent/Guardian's First Name, Last Name
  - Parent Email
  - You must then choose your own Username and Password.
5. You **MUST** link your student to this new account. Enter your:
  - Student's name
  - **ORIGINAL** Access ID (Username) and Password.
  - Select your relationship to the student from the drop-down menu.
  - **You may only enter one student when you first set up the account.**
6. Click the **blue "enter"** button to finish creating your account.
7. Once your account is created, enter the username and password you chose in Step 4.
8. **Remember to log off when you are finished.**

The original parent username and password are now invalid and **cannot** be used to log in to the site. You **MUST** use the new Username and Password you created in Step 4 to log into the Parent Portal from this point.

The original parent Access ID and Password may be shared with anyone who would like to create an account that is linked to **STUDENT'S** attendance and grades. Again, it **cannot** be used as a log in. This may include multiple parents, stepparents, or other people who need to be kept informed of your student's school progress.

**If you have additional students, they may be added AFTER you have logged in for the first time.**

\*\*\*The same information applies if you have a student enrolled at another Hamilton County.

Follow the steps below:

- 1) Log into the Parent Portal with the username and password create in the steps above.
- 2) Once logged in, click on the Accounts Preference link on the left.

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- 3) On the Accounts Preferences - Profile page, click on the Students tab.
- 4) Click on the Add button on the right.
- 5) Enter the student's name, Access ID, and Password.
- 6) Click Submit.

**Once you have created your account, please keep your passwords confidential so only you can access the information.**

The Grades and Attendance tab will allow you to check assignments and scores by clicking on the blue percentage across from a class. To email the teacher a question or concern, please click the blue teacher's name link. The Grades History tab will show you the grades your child received in previous grading periods. The Teacher Comments tab is used to access current teacher comments for your student.

**If you have any questions regarding the use of PowerSchool, please contact the school office at (423) 209-5812.**

Sincerely,  
Jim Boles  
Principal, *Chattanooga School for the Arts and Sciences Upper*