

Directions to Access Parent Portal

Now parents will be able to log in once to PowerSchool and access all of their children's information. Even if you have only one student, you will need to complete this process to view your student's information.

Creating your Parent/Guardian account.

In order to create an account, you must have the Access ID and Password for at least one student enrolled in school. When creating the account, you will need the Access ID and password for EACH student you want to associate to your parent/guardian account. If you do not have this information, or you have questions, contact your school's PowerSchool administrator.

1. Open your Web browser to <http://powerschool.colleton.k12.sc.us/public> or click the link on the district's home web page. This link can be found by scrolling down on the district web page to find it on the left or by clicking the Parents tab at the top then selecting Links for Parents. It is called **Parent/Student Portal**. The Log In page appears.
2. Click Create Account. (*illustration 1*)
3. The Create Parent/Guardian Account page appears. (*illustration 2*)
4. Use the following table to enter information in the Create Parent/Guardian Account section:

Field	Description
First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address. The email address you enter is used to send you select information, as well as account recovery notices and account changes confirmations.
Desired User Name	Enter the user name you would like to use when logging into the PowerSchool Parent Portal. The username must be unique. If you enter a username that is already in use, you will be prompted to select or enter another user name.
Password	Enter the password you would like to use when logging into the PowerSchool Parent Portal. The password must be unique and a minimum of 6 characters.
Re-enter Password	Re-enter the password you would like to use when logging into the PowerSchool Parent Portal. The password you enter must match the password entered in the Password field

**These fields are case sensitive. If you use capital letters here you must always use capitals.

Ex: DaffyDuck is not the same as daffyduck.

5. Use the following table to enter information in Link Students to Account section:

Field	Description
Student Name	Enter the first and last name of the student you want to add to your account. Note: Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.
Access ID	Enter the unique access ID for the student provided to you by your child's school.
Access Password	Enter the unique access password for the student provided by the school.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

See the attached screen shots. If you have problems contact your child's school for help.

PowerSchool

Login

User Name

Password

Having trouble logging in?

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)

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PowerSchool

Create Parent/Guardian Account

First Name

Last Name

Email

Desired User Name

Password

Re-enter Password

Link Students to Account

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.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>

Remember
that capital
letters count!
Keep it
simple.

Create Parent/Guardian Account

First Name: Daffy

Last Name: Duck

Email: powerschool@colletonsd.org

Desired User Name: daffyduck

Password: [masked] Better

Re-enter Password: [masked]

Link Students to Account

Put in all of your children's names, the access ID is the login ID for the attached letter and the Access Password is the Password for the account on the same letter. Then put in the relationship.

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. []	[]	[]	-- Choose
2. []	[]	[]	-- Choose
3. []	[]	[]	-- Choose
4. []	[]	[]	-- Choose
5. []	[]	[]	-- Choose
6. []	[]	[]	-- Choose
7. []	[]	[]	-- Choose

enter

Create Parent/Guardian Account

First Name: Daffy

Last Name: Duck

Email: powerschool@colletonsd.org

Desired User Name: daffyduck

Password: [masked] Better

Re-enter Password: [masked]

Link Students to Account

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. Jacob Fox	captainhook	[masked]	Adopted son
2. Drew Frank	jacksplat	[masked]	Adopted son
3. Nicole Frank	Marie	[masked]	Adopted daughter
4. Marley Garvin	Belle	[masked]	Adopted daughter
5. []	[]	[]	-- Choose
6. []	[]	[]	-- Choose
7. []	[]	[]	-- Choose

enter

Be sure to click enter when you have entered all of your information.