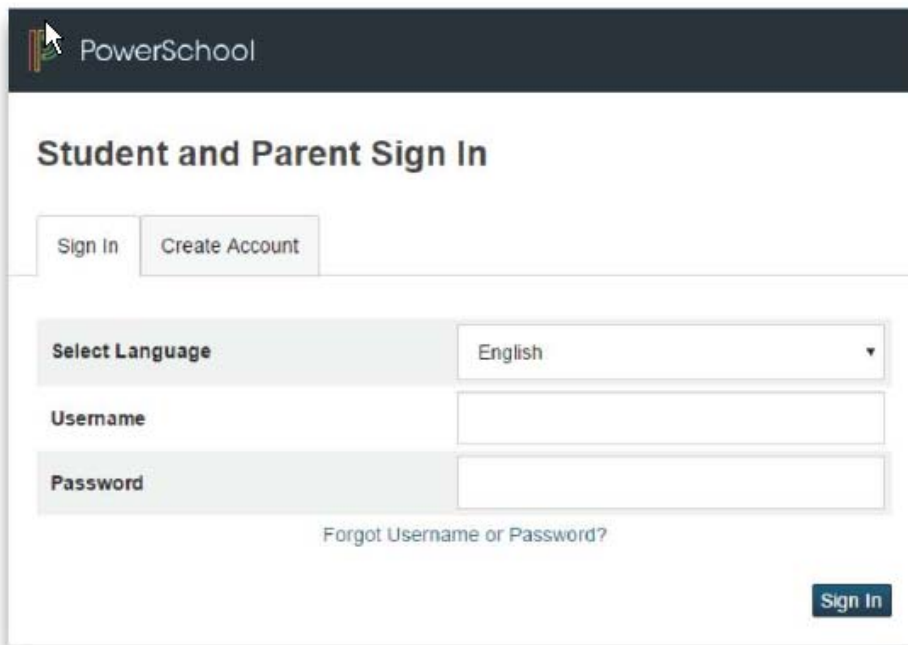


Dear Parents,

Over the winter break our student information system – PowerSchool – went through a significant upgrade. One of the most important updates was the way in which you log in to the system to see your student’s grade and attendance information. As many of you have tried and found out, the way in which you accessed the information previously no longer works. What follows is a walk-through that will show you how to log in using the new process.

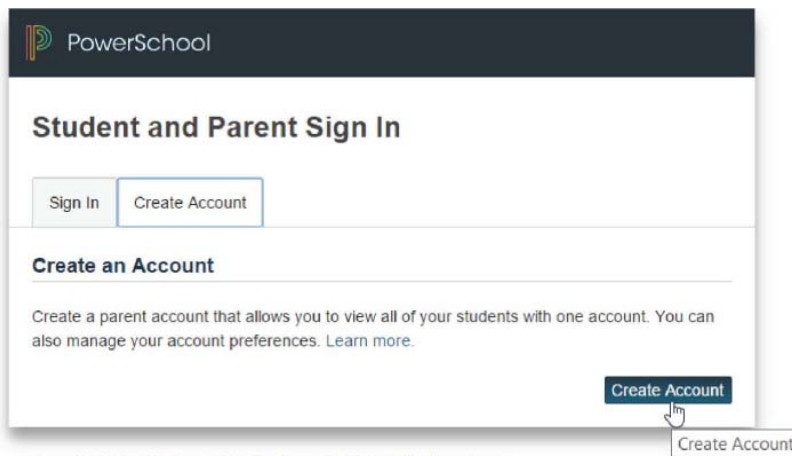
1. As you have done before, please point your browser to

<https://ps.cook.k12.ga.us/public/pw.html>

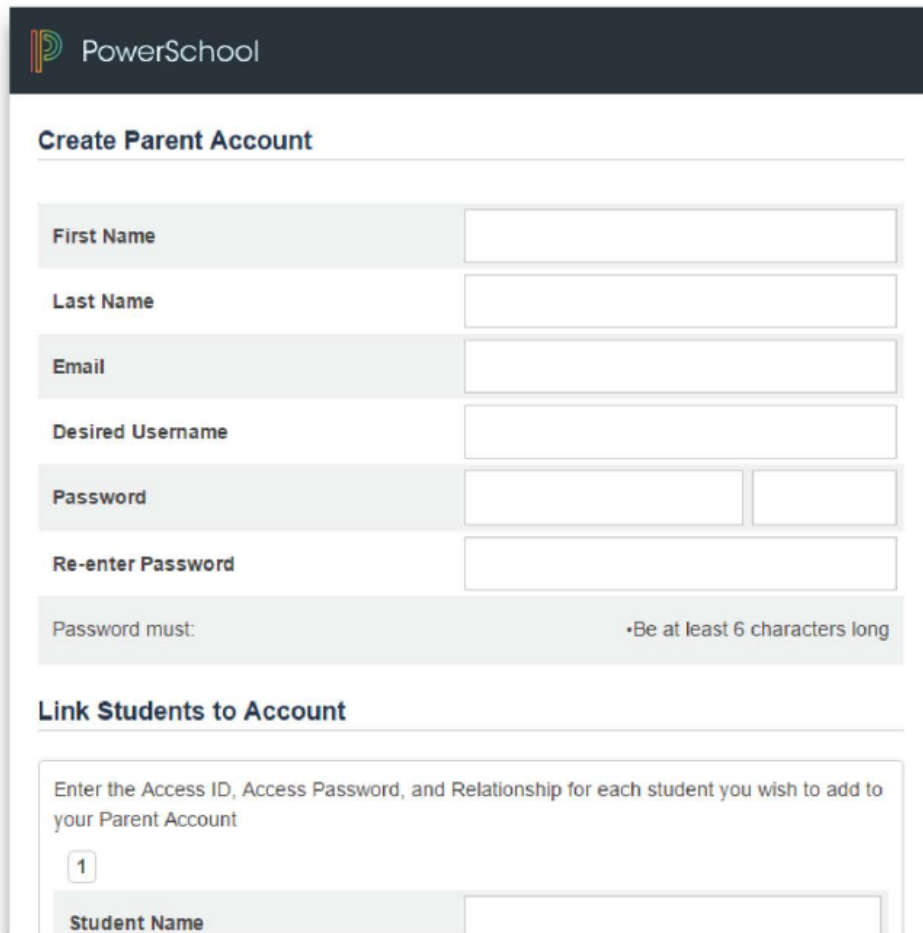


The new version of PowerSchool puts another layer on top of the old sign-in process for parents. (Students log-in just as they did before the break.) Fortunately, this new step is one you only have to do once: create an account. This will enable you to retrieve your username or password any time without waiting for someone at the school to get back to you. If you have more than one child enrolled, please follow the steps that follow for one of your children, and then I’ll show you how to add another.

2. To create your account, click on the tab Create Account like this:




Once you click on the Create Account tab, you'll see a screen that looks like this:



The screenshot shows the PowerSchool 'Create Parent Account' form. It features a dark header with the PowerSchool logo and title. Below the header, the form is divided into two main sections: 'Create Parent Account' and 'Link Students to Account'. The 'Create Parent Account' section includes input fields for First Name, Last Name, Email, Desired Username, Password (split into two boxes), and Re-enter Password. A password requirement note states 'Password must: •Be at least 6 characters long'. The 'Link Students to Account' section includes a text prompt: 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. Below this prompt is a table with a single row containing a '1' in a small box and a 'Student Name' label followed by an empty input field.

Please type in your first and last name in the form followed by whatever email account you'd like to use. This email will be the one the system uses to send you log-in information should you need to be reminded.

3. Next, choose a username, and a password. The username can be anything you like. The password must be 6 characters long at a minimum, and the system will tell you how strong it thinks your password is as you enter it. The longer, and the more random inclusion of numbers, capital letters, and wildcard characters the better. Here's an example:

 PowerSchool

Create Parent Account

| | |
|-------------------|---------------------|
| First Name | Jane |
| Last Name | Smith |
| Email | jsmith@abc.com |
| Desired Username | QueenBee |
| Password | Strong |
| Re-enter Password | |

Password must: -Be at least 6 characters long



4. Next, add your student's information like this:

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

| | |
|-----------------|------------|
| Student Name | John Smith |
| Access ID | 12345678 |
| Access Password | ABC12EF3 |
| Relationship | -- Choose |



Please note here that when entering in the Access ID and Access Password, these are the log in credentials you have used up until now – *not* your student's access credentials. The username will be 8 number and the password will be 8 random numbers and letters. Please see the end of this document regarding school contact person if you don't know this info.

5. Finally, choose the relationship you are to your student:

PowerSchool

Create Parent Account

First Name: Jane

Last Name: Smith

Email: jsmith@abc.com

Desired Username: QueenBee

Password: **Strong**

Re-enter Password:

Relationship: **Mother**

Relationship options: -- Choose, Father, Mother, Grandfather, Grandmother, Aunt, Uncle, Brother, Sister, Brother, half, Brother, step, Cousin, Daughter, Father, foster, Father, step, Friend, Husband, Mother, foster, Mother, step.

Link Students to Account

Enter the Access ID, Access Password, and Relationship for your Parent Account

1

Student Name

Access ID

Access Password

Relationship

6. If you have more than one student that you would like to have tied to your login, please continue to fill in the student information until you add all of your students' accounts.

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name

Access ID

Access Password

Relationship

-- Choose



2

Student Name

Access ID

Access Password

Relationship

-- Choose



3

Student Name

7. You are almost done! Lastly, scroll to the bottom of the window and find the Enter button and click on it:

7

Student Name

Access ID

Access Password

Relationship

-- Choose

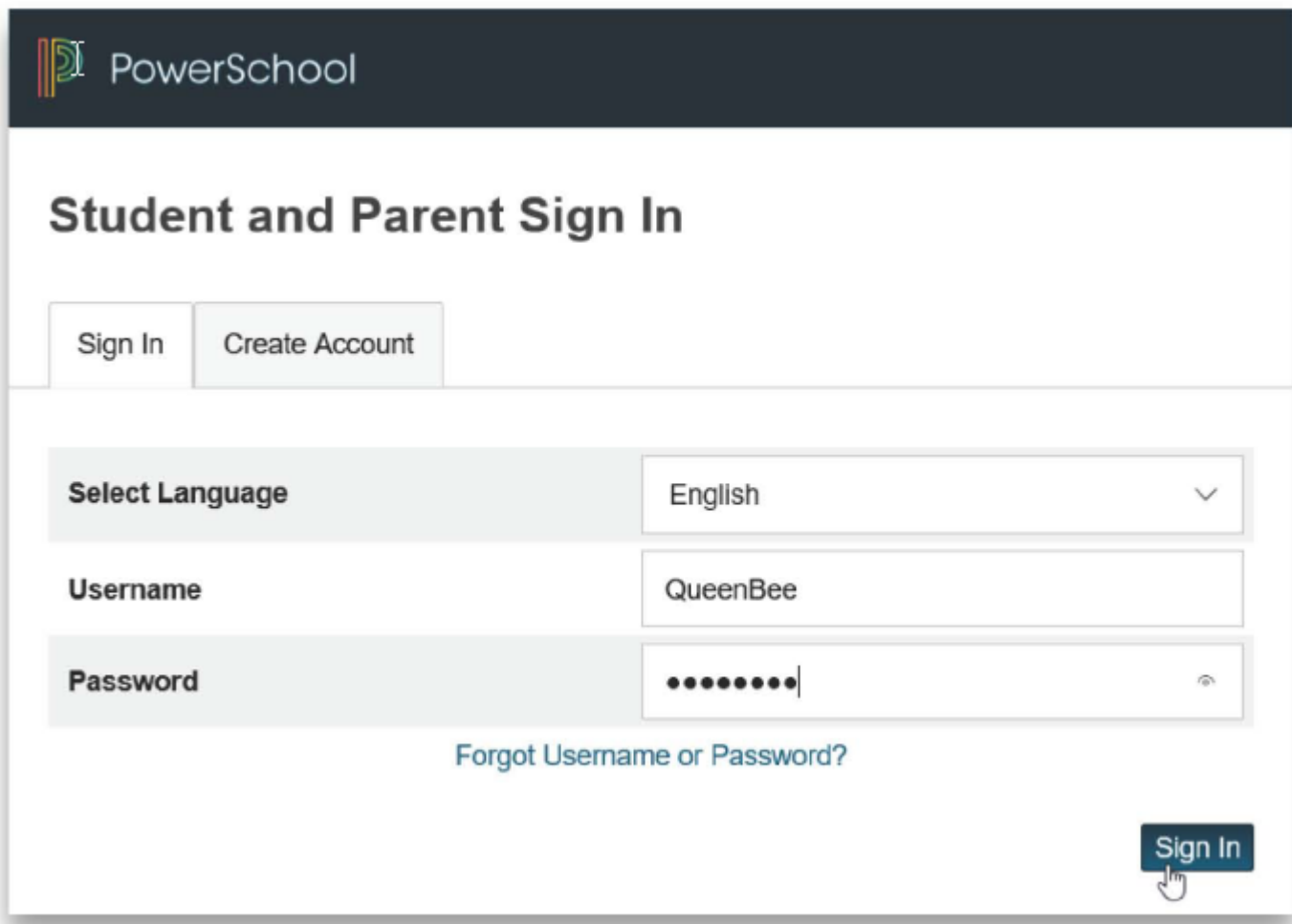


Enter



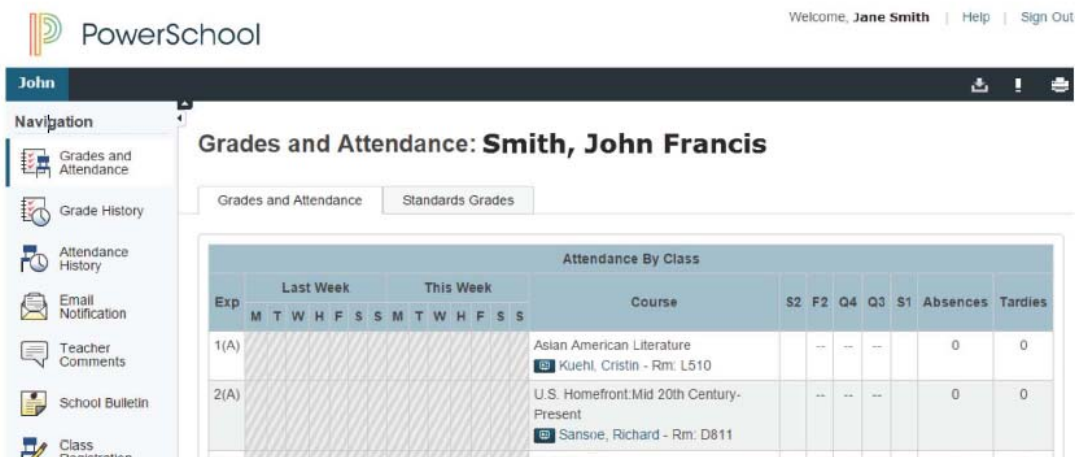
Enter

That will take you back to the main sign in screen. Now please test your new log in information and sign in with your new credentials:



The image shows the PowerSchool login interface. At the top left is the PowerSchool logo. The main heading is "Student and Parent Sign In". Below this are two buttons: "Sign In" and "Create Account". The "Sign In" button is highlighted. Below the buttons are three input fields: "Select Language" (set to English), "Username" (set to QueenBee), and "Password" (masked with dots). A "Forgot Username or Password?" link is located below the password field. A "Sign In" button is at the bottom right, with a mouse cursor hovering over it.

That will take you to the familiar screen that reports on your student's grades and attendance:



The image shows the PowerSchool interface for a student named John Francis Smith. The top bar displays the PowerSchool logo, the user name "John", and links for "Welcome, Jane Smith", "Help", and "Sign Out". The main heading is "Grades and Attendance: Smith, John Francis". Below this are two tabs: "Grades and Attendance" (selected) and "Standards Grades". The main content area displays a table titled "Attendance By Class".

| Exp | Last Week | | This Week | | Course | S2 | F2 | Q4 | Q3 | S1 | Absences | Tardies | | | | | | |
|------|-----------|---|-----------|---|--------|----|----|----|----|----|----------|---------|---|---|---|---|---|---|
| | M | T | W | F | | | | | | | | | S | M | T | W | F | S |
| | | | | | | | | | | | | | | | | | | |
| 1(A) | | | | | | | | | | | 0 | 0 | | | | | | |
| 2(A) | | | | | | | | | | | 0 | 0 | | | | | | |

If you only have one student then you will only see one name in the top bar under PowerSchool. If you add more than one you will see the names listed so that you can change students easily.

FOR EMAIL SETUP PLEASE GO TO THE NEXT PAGE

Email Notifications Set-Up

To modify the information sent to a parent or guardian and **resume** e-mails that you were receiving up until the update follow the directions below:

1. In the Navigation menu, click Email Notifications.
2. Select the desired information to be included in the email report.
3. Open the “How often?” menu and select the frequency of report delivery.
4. To send the report to other addresses, enter the addresses in the Additional Email Addresses field (separate additional addresses with commas)
5. If these changes are for all students on the account, check **Apply these settings to all your students?**
6. To send a report immediately for the selected student, click **Send now for [student name]**. If you would like to receive a second student’s email notification you will have to click on that student’s name at the top and click Send now for [student name].
7. To save the email preferences, click **Submit**.

School Contacts

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