

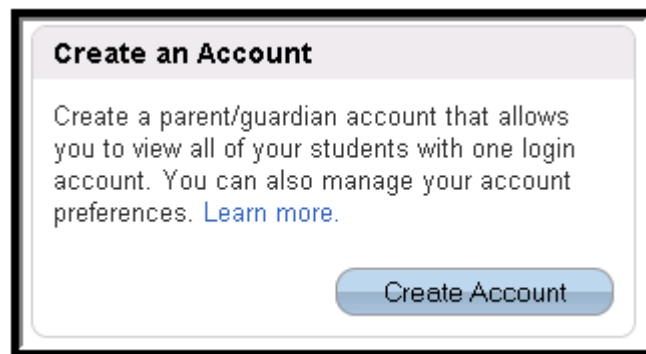
PowerSchool Parent Portal Account Access Guide

Parents must create an account to use PowerSchool’s Parent Portal. Once your account is created it will follow your child throughout their enrollment in Dorchester District 4. However, if your child transfers schools within the district that student’s account will need to be reactivated. You will need an Access ID and Access Password in order to create all accounts. This may be obtained from the school’s office or the district’s technology department. PowerSchool’s Parent Portal will allow each parent and student to have his/her own username and password. It will also allow parents of multiple children to combine students’ accounts into one parent account. Parents may share the original access ID and password with other individuals whom they wish to grant access to their child’s grades and attendance.

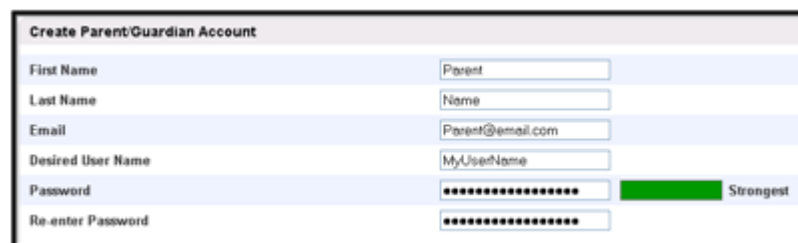
Student Name	Parent Access ID	Parent Access Password

Here are the directions:

1. Open a web browser to the PowerSchool Parent Portal using this web address:
<http://powerschools.dorchester4.k12.sc.us/public>
2. Go to the bottom of the parent portal page and create your account by clicking on the blue “Create Account” button.



3. In the Create Parent/Guardian Account section, fill in all of the boxes, including your newly created username and password.
**Symbols are allowed in the password but not the username.*

A screenshot of a web form titled "Create Parent/Guardian Account". The form has several input fields: "First Name" (with "Parent" entered), "Last Name" (with "Name" entered), "Email" (with "Parent@email.com" entered), "Desired User Name" (with "MyUserName" entered), "Password" (with a strength indicator showing "Strongest"), and "Re-enter Password".

PowerSchool Parent Portal Account Access Guide

- At the bottom of the page in the **Link Students to Account** section, there will be enough spaces to include up to seven names of children. To create your account, you must know the Access ID and Access Password that was formerly used in PowerSchool for each child's account. If you are setting up a Guardian account, the former Access ID ends in G. If you are setting up a Student account, the former Access ID ends in S. If you do not know the Access ID and Access Password, please contact the school office of attendance for each child for assistance.

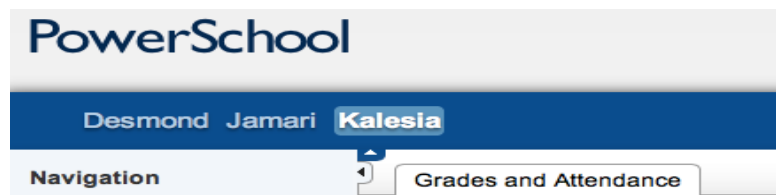
****Note: The Access ID and Access Password are CASE SENSITIVE.****

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. My 1st Child's Name	999009999G	●●●●●●●●●●	Mother, natural/adoptive
2. My 2nd Child's Name	999009998G	●●●●●●●●●●	Mother, natural/adoptive
3. My 3rd Child's Name	999009997G	●●●●●●●●●●	Aunt
4.			- Choose
5.			- Choose
6.			- Choose

Must use a capital G or S with the student number

Passwords are Case Sensitive

- Click **Enter** to create your new account.
- A congratulations message should appear. Using the Login box at the top of the screen, enter the username and password that you created.
- You now have the name of your child or all of your children's names on tabs in the upper left corner under the PowerSchool logo, combined into one account.



- Click on your child's name to view their grade and attendance information. To view actual assignment grades for a specific class, click on the blue grade beneath the desired grading period.
- During Report Card availability time, the report card link will display below the name tab of your child/children. You will need to click on the correct child's name tab to view his/her report card for printing.
- To change your username or password OR to add additional children to your account click on the **Account Preferences** tab on the left-hand menu. A new window will show tabs for **Profile** and **Students**. Click on the **Students** tab and select the **Add(+)** icon on the upper left to add more students to your account.

If you experience any difficulties or have additional questions, please contact your child's school or one of the individuals below in the technology department at 843-563-5906.

Elixzina Goodwin, Director of Technology
 Dr. Donald Simpson, Assist. Director of Technology
 Andreaana Allen, NBCT, Instructional Technology Coach
 Revised 9/13 by Andreaana Allen for DD4

egoodwin@dd4.k12.sc.us
dsimpson@dd4.k12.sc.us
aallen@dd4.k12.sc.us