

## Hamblen County Schools ParentPortal Single Sign-On Setup Guide

Hamblen County Schools now provides single sign-on access to ParentPortal. Single sign-on allows parents with several children to view information for all of their children with one login account.

You **MUST** create a new account, then begin using the ParentPortal Single Sign-On **Monday, February 20, 2012, after 4:00 p.m.** After this date, individual login accounts for each student will no longer allow you to sign into ParentPortal. You **MUST** create a Single Sign-On account.

If you have Internet access, you may view your child(ren)'s current grades and attendance at any time after creating your account. To create your account:

**You should have received a letter from your child's school containing an access code and a password (if you have requested one from the school) before proceeding.**

Open your web browser and go to <http://connect.hcboe.net>. You will see the login screen:

**PowerSchool**

**Login**

User Name

Password

[Having trouble logging in?](#)

Submit

**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.](#)

Create Account

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Click the create account button.

The next screen will allow you to set up your account and choose the children which should be associated with your login. **You will need the access id and password for each child you wish to add.**



**Create Parent/Guardian Account**

First Name:

Last Name:

Email:

Desired User Name:

Password:   Weak

Re-enter Password:

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**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. She Is Mychild	paren	••••••	Mother, natural/adoptive <input type="button" value="v"/>
2. <input type="text"/>	<input type="text"/>	<input type="password"/>	- Choose <input type="button" value="v"/>
3. <input type="text"/>	<input type="text"/>	<input type="password"/>	- Choose <input type="button" value="v"/>
4. <input type="text"/>	<input type="text"/>	<input type="password"/>	- Choose <input type="button" value="v"/>
5. <input type="text"/>	<input type="text"/>	<input type="password"/>	- Choose <input type="button" value="v"/>
6. <input type="text"/>	<input type="text"/>	<input type="password"/>	- Choose <input type="button" value="v"/>
7. <input type="text"/>	<input type="text"/>	<input type="password"/>	- Choose <input type="button" value="v"/>

Fill in your name and the email address to which you wish to have parent notifications sent.

Enter your desired user name in the box indicated.

Enter what you wish your new single sign-on password to be.

Notice the password strength meter to the right of the box. You should choose a strong password (one that contains letters, numbers, and special characters).

In the bottom part of the screen, enter the name, access id, and current assigned password for each child(**you obtain this information for EACH Child from their school**).

Please note you **MUST** enter your child's legal name **exactly as it is at school**. For example, in the screen above, if the parent had only entered She Mychild, the system would NOT find the child. Since the child's full legal name is in the system, that is what the parent must enter. After entering the

information, select your relationship to the child from the drop-down menu on the right. You may enter up to 7 children on this screen. If you have more than seven children, you will be able to enter their information once you log in for the first time.

When you have entered all the information, press the enter button in the lower right-hand corner of the screen.

If the user name you requested is already in use, you will receive the following message:

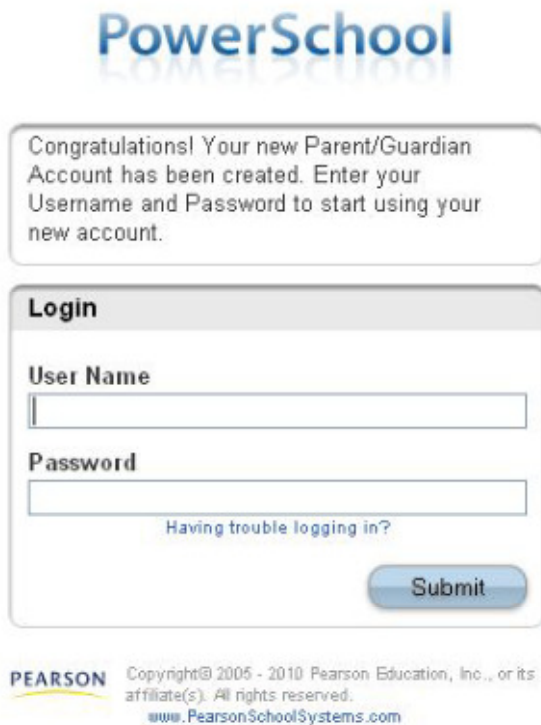


The screenshot shows a registration form with the following elements:

- Desired User Name:** A text input field containing a redacted name.
- Error Message:** A yellow banner with a warning icon stating: "is not available, but the following Login IDs are:" followed by three radio buttons and three redacted names.
- Password:** A text input field and a corresponding button.
- Re-enter Password:** A text input field.
- Link Students to Account:** A checkbox at the bottom.

You will notice the system is suggesting several alternatives. Select one of the alternates and re-enter what you wish your new single sign-on password to be.

Once you have completed the process successfully, you will see the following screen:



The screenshot displays the PowerSchool login interface:

- PowerSchool Logo:** At the top center.
- Congratulations!** A message box stating: "Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account."
- Login Section:** A box containing:
  - User Name:** A text input field.
  - Password:** A text input field.
  - Having trouble logging in?:** A link below the password field.
  - Submit:** A button at the bottom right.
- PEARSON Logo:** At the bottom left.
- Copyright:** Text at the bottom center: "Copyright© 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com"

You now will enter the user name that you created and your new single-sign password you selected in the previous steps to access your child(s) information.

If you have problems accessing the system, you can click the [Having trouble logging in?](#) link below the password field for assistance in recovering your login information.