Home Base Parent Account

WHAT IS THE HOME BASE PARENT PORTAL?

- **Home Base Parent Portal** gives parents and students access to attendance, grades and detailed assignment descriptions, school bulletins and even personal messages from the teacher.

- **Home Base’s Parent Portal** provides single sign-on access. With single sign-on access parents will create **ONE username** and **password** to manage their account information, link any and all students (for whom you have parental or legal rights), and set email and notifications preferences for each student linked to the account.

CREATING A HOME BASE PARENT PORTAL ACCOUNT

**Step 1: Create A Parent Account**

- You must have an access ID and password. They are included in the verification letter from the school you receive after submitting the “Application for Access” form. If you are creating an account for more than one of your children, you will need the access ID and password for at least one child enrolled in a school.

1. Open an Internet browser (Chrome, Firefox, Safari, etc.)

2. Go to **Randolph County School System’s Parent Portal**
   
   http://randolphco.powerschool.com

3. Click the **CREATE ACCOUNT** button.

4. The Create Account Screen appears.

5. Fill in the information to create your account.
   - Type your **First Name** and then **Last Name** on next line.
   - Type your **email address**.
   - Type the desired **username** and **password**.
   - Make sure you follow the password requirements.
   - You may be prompted to select a different username if the one you choose has already been used.
Step 2: Link Students To Your Account

1. In the LINK STUDENTS TO ACCOUNT, enter the student’s name, access ID and access Password. You must use the information provided to you from the school for each child.

   ![Link Students to Account Image]

   - In the Table, enter the student's name, access ID, access Password, and relationship for each student.

2. Select your RELATIONSHIP to him/her for each of your children.

Repeat steps 1 & 2 to add additional children to your account. (You can add up to 7 children on this screen)

3. Click the ENTER button.
   - If you receive an error message, you will need to make any corrections it suggests and fill in the passwords again.

4. If successful, you will be directed to the PARENT SIGN IN SCREEN.

Logging into the Parent Portal

(Once you have your account set up)

1. Open an Internet browser (Chrome, Firefox, Safari, etc.)

2. Go to Randolph County School System’s Parent Portal: http://randolphco.powerschool.com

3. At the Parent Sign In Box enter your username and password.

4. Click the SIGN IN button.

**NOTE:** Do not use someone else’s password or give yours to anyone else.
Home Base Parent Account

**Home Base Parent Portal Start Page**
When you sign in to Parent Portal, the START PAGE appears. This page serves as the central point from which you begin your PowerSchool Parent Portal session. The start page consists of the following main areas:

1. **HEADER:**
The header appears at the top of the Home Base Parent Portal which includes the following information:

- **POWERSCHOOL LOGO:** Click to return to the start page from anywhere within the application.
- **WELCOME, [Your Name]:** The first and last name of the person signed in. Your name should appear. If it does not, contact the school. (In an effort to ensure that your account is secure and your information protected, the date and time of the last time you signed in appears when you hover over your name.)
- **HELP:** Click to access the PowerSchool Parent Portal online help. Assistance is just a click away!
- **SIGN OUT:** Click to sign out of PowerSchool Parent Portal.

2. **NAVIGATIONAL TOOLBAR:**
The navigation toolbar appears at the top of the start page, and is common to every page in the application. The navigation toolbar includes the following information:

- **STUDENT TABS:** The first names of the students associated to your parent account appear in alphabetical order. Click the name of the student for whom you want to view information. The page refreshes and displays information for the selected student. If you click the name of a student and the message “Student information is not available at this time.” appears, contact your child’s school.
- **NOTIFICATION ICON:** Login security feature; displays date and time of your last system login.
- **PRINTER ICON:** Click to print a printer-friendly version of the page you are viewing. Additionally, the page includes the name of the selected student and the school and school district for that student.

3. **HOME BASE PARENT PORTAL START PAGE**
**NAVIGATION MENU:** The navigation menu serves as the central point from which to navigate the pages of the Home Base Parent Portal. The navigation menu includes the following links:

- **Grades and Attendance:** View student grades and attendance for the current term.
- **Grades History:** View student grades for the previous terms.
- **Attendance History:** View attendance history for the current term.
- **Email Notification:** Set the e-mail notifications.
- **Teacher Comments:** View any teacher comments.
- **School Bulletin:** View the current school bulletin (announcements).
- **Class Registration:** Register for classes and view course requests.
- **My Calendars:** Subscribe to homework and event calendars.
- **Account Preferences:** Manage your Home Base Parent Portal account preferences.
Home Base Parent Account

EXPLANATION OF ABBREVIATIONS
Q1: 1st quarter
Q2: 2nd quarter
Q3: 3rd quarter
Q4: 4th Quarter
S1: 1st semester
S2: 2nd semester
F1: Final Grade

FORGOT MY USERNAME OR PASSWORD
If account sign-in information has been forgotten, it can be retrieved by using the auto-recovery feature on the sign-in page.

1. Open a web browser. (Internet Explorer, FireFox, Chrome, etc.)
2. Go to this web address: http://randolphco.powerschool.com
3. Click the link >>Having Trouble Signing In?
4. The Recover Account Sign In Information screen appears.
5. You can request your Password or Username to be Sent to you by email. You choose the option.
6. After you choose the method to retrieve account information, click the ENTER button.
7. Check your email for a message from PowerSchool. The message will provide either your password or username depending on which tab you chose.