

# Rhea County Schools Parent Portal Sign-Up Guide

We know you are looking forward to partnering with your child's school through the parent portal. You will need an access code and a password for your child. If you have not yet obtained a letter with your child's access code and password you may do so at you child's school.

Open your web browser and go to <http://sis.rheacounty.org> You will see the login screen:

**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.](#)

Click the create account button.

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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.

**PowerSchool**

**Create Parent/Guardian Account**

First Name

Last Name

Email

Desired User Name

Password   Weak

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. She Is Mychild	paren	.....	Mother, natural/adoptive
2.			- Choose
3.			- Choose
4.			- Choose
5.			- Choose
6.			- Choose
7.			- Choose

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. Rhea County School employees may **NOT** use the user name they normally use to log into PowerSchool (you must choose a unique user name).

Enter what you wish your 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 password for each child.

Please note you MUST enter your child's 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 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 with a redacted name.
- Error Message:** A yellow banner with a warning icon stating: "[Redacted] is not available, but the following Login IDs are: [Redacted] [Redacted] [Redacted]".
- Password:** A text input field with a corresponding strength indicator.
- Re-enter Password:** A text input field for confirmation.
- Link Students to Account:** A checkbox at the bottom of the form.

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

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

# PowerSchool

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

## Login

User Name

Password

[Having trouble logging in?](#)

Submit

You may enter the user name and password you selected in the previous steps.

Thank you for registering with the Rhea County Schools Parent Portal!