**An upgrade made by PowerSchool over this summer had brought a feature called Single Sign on to the Parent Portal. Once you have created your NEW Account and linked your students, this will enable you to see all of your students from the single sigh on.**

**When logging into PowerSchool’s parent Portal for the first time this 2015-2016 School Year, parents MUST create THEIR OWN, NEW account! You will then be able to link the new account to all of your students. This applies to ALL parents with students in any or all of our Tolland Schools. Please Note: This is the account that will be used to sign in to the mobile app as well.**

**How to Create a PowerSchool Parent Account**

When logging into PowerSchool Portal for the first time parents MUST create THEIR OWN account then they will be able to link the new account to their student’s account(s). Please note: This is the account that will be used to sign in to the mobile app.

**Create Parent Account**

Before you make an account make sure to have the Parent Access ID and Password for each student.  *(****This is not*** *the information or credentials that* ***students*** *use to log in. When the site asks for student access id & password* ***this is actually the parent account, User Name (now Access ID) and Password (now Access Password)*** *given when your student was registered at Tolland; this is also the information that parents were using to log in the past.) NOTE: You may have a different Account Name and Password for each of your Students. Use the User name and Password for each of your Students when setting up the linking in the setup pages.*

First, navigate to the PowerSchool Parent Portal: <https://tollandschools.powerschool.com/public/>

To create a new account, click the ***“Create Parent Account”*** tab on the PowerSchool Home Page.

Next click the ***“Create Account”*** button; this page allows parents to establish their own parent account. The first section on the page, “Create Parent Account”, is the information necessary to establish the parent’s account. ***All fields in this section are required****.*

The second section on the page, ***“Link Students to Account”***, requires information for at least one student to be provided, and includes the following:

• Student Name

• Access ID \****Case Sensitive****(this is the* ***parent login*** *(User Name) mentioned above)*

• Access Password \****Case Sensitive****(this is the* ***parent password*** *mentioned above)*

• Relationship *(this is your relationship to the student i.e., mother, grandfather, etc.)*

Parents may enter the information for up to seven students when initially establishing their account. You add more students once logged in with your new account. When all fields in the “Create Parent Account” section and at least one student’s information is filled-in, click the “enter” button at the bottom of the page.

If no errors, the account will be created and you will be redirected to the log in screen, you can now log in with your new account information.

***If you receive an Error Message***

An error message may appear if:

You have not completed all fields in the form

You entered an invalid parent access ID for your student

You have entered your student’s log in information instead of the ***parent access ID***

You have used an email address that is associated with another parent account

You have a weak Access Password.

When an error occurs, parents will need to re-enter any information that was not entered correctly, AND ***re-enter any passwords***for security reasons. Access Passwords MUST be a minimum of five characters long and should register as “Strong”.



**Account Preferences & Adding Additional Student(s)**

A page named ***“Account Preferences”*** is available in the PowerSchool Parent Portal and is accessible once the parent has signed in by clicking the Account Preferences icon in the top navigation menu.

This page allows parents to manage their account information, including their name, user name, account password, and email address. Parents can also add additional students to their account, provided they have the parent access ID and parent access password for any student they wish to add.

If you need to link another student to your account, sign in and navigate to ***“Account Management”*** on the left menu. Go to the students tab, then click “add” to add a new student to the account.  Fill in the pop-up with the following:

• Student Name

• Access ID \****Case Sensitive****(this is the* ***parent login*** *(User Name) mentioned above)*

• Access Password \****Case Sensitive****(this is the* ***parent password*** *mentioned above)*

• Relationship *(this is your relationship to the student i.e., mother, grandfather, etc.)*

Once complete click “submit”. You will have to do this for each additional student.

**Email Preferences in the PowerSchool Parent Portal**

The “Email Notifications” page available allows parents to customize their email preferences for each student associated to their account. Parents can set up email preferences per student and ensure that they continue receiving the email notifications via email.

**Errors and Issues Help**

Please ensure that all points in the “***If you receive an Error Message”*** section above have been covered.

If so, please contact the Front Office Secretaries at each School if:

You encounter any problems not covered above

You are new to Tolland and/or have never set up a Parent Portal Account

You need a password resets, etc.