

Adding Students to Parent Portal

If you have a Parent Portal account and need to add student(s) to the account follow these instructions

Request a Parent Portal Letter from your student's school



4179 Old Town Road
Shawsville, VA 24162
Phone: 540-268-2262

November 19, 2020

To the Parent/Guardian of

The administration and staff at **District Office** would like to inform you that we can now provide you and Zane with online access to current academic progress through PowerSchool Parent/Student Portal. To access Parent Portal, you will need to follow these steps:

1. Open PowerSchool in your browser, the address is: <http://mcpsva.powerschool.com/public>
2. Click **Create Account**
3. Enter your First Name, Last Name, Email and choose a user name and password. Please note that your user name must be unique and cannot be an email address, or contain spaces or special characters.
4. Enter Student Name, Access ID, Access Password. will be linked to your account.
Your Access ID is:
5. Click Enter. The PowerSchool Parent Portal login page appears. You may login with your new user name and password.

Academic progress can be tracked from any location that has internet access. **It is advisable that you keep your username and password secure and not share it with anyone else.**

After the start of school, the Grades and Attendance tab will allow you to check assignments and scores by clicking on the blue percentage across from a class. To email the teacher a question or concern, please click the blue teacher's name link. The Grades History tab will show you the grades your child received in previous grading periods. The Teacher Comments tab is used to access current teacher comments for your student and the School Bulletin tab has current announcements for our school.

There is also an App for your phone that you can download. When you are prompted for the District Code enter: XHCL. The following website has further instructions for setting up your mobile App:
http://www.mcps.org/parents/parent_portal/mobile_apps

If you have any questions regarding the use of PowerSchool please contact the school office at 540-268-2262.

The access ID and Password are used to create your login. They will not allow you to login!

The Student's Access ID and Access Password

- Login to your Portal Account by going to: [Parent Portal](https://mcpsva.powerschool.com/public) (mcpsva.powerschool.com/public)

Montgomery County
Public Schools

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- Click on Account Preferences:

Welcome, **Mister Name** | Help | Sign Out

No

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Forms
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Account Preferences**
- Returning Student Registration

Grades and Attendance: Name, No

Grades and Attendance

Exp	Last Week					This Week					Course	Q1	Q2	S1	Q3	Q4	S2	Y1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F										
Attendance Totals																			0	0

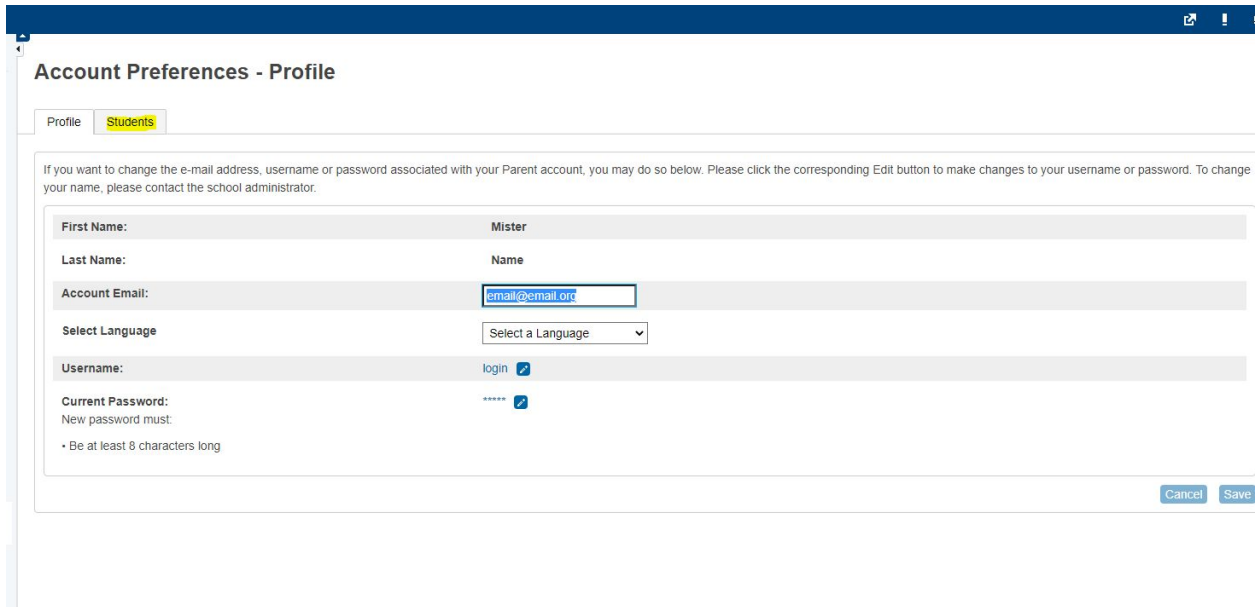
Show dropped classes also

Last Week					This Week					Absences		Tardies	
M	T	W	H	F	M	T	W	H	F	Q2	YTD	Q2	YTD
										0	0	0	0
Attendance Totals										0	0	0	0

Legend

Attendance Codes: Blank=Present | B=Absent-Unexcused | C=Present - Remote Learning | D=WISL Activity | E=In School Suspension | F=Absent-Excused Court Appearance | G=Absent-Excused Death in Family | H=Absent-Excused Religious Holiday | I=Absent-Excused College Visit or WBL | J=Absent-Excused Illness | K=Absent-Excused Dr or Dental Appointment | L=Check In | M=Check Out | N=Tardy | O=Skipped | P=Present - Unscheduled Remote Learning | Q=Phoenix Center | R=Homebound | S=School Activity | T=Check In-Unexcused | U=Check Out-Unexcused | V=Testing | W=Absent-Excused Principal's Discretion | X=Exempt from Attendance (SOL Testing) | Y=Absent-Unexcused (Locally Defined)

- Click on the Students tab:

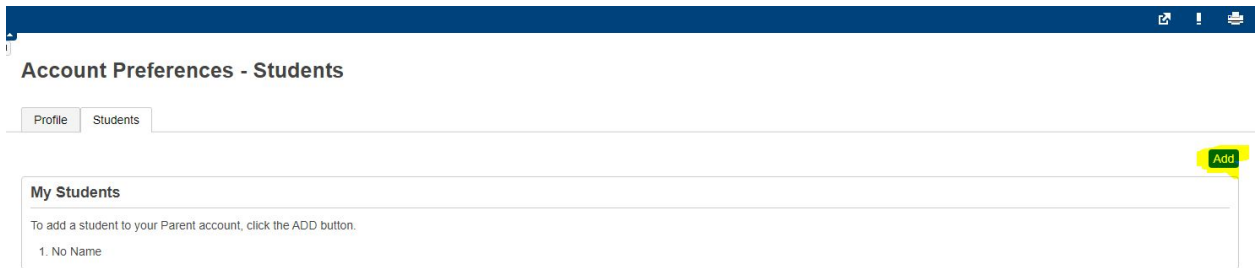


The screenshot shows the 'Account Preferences - Profile' page. At the top, there are tabs for 'Profile' and 'Students', with 'Students' highlighted in yellow. Below the tabs is a header bar with a share icon, an exclamation mark, and a print icon. The main content area contains a form with the following fields:

- First Name:** Mister
- Last Name:** Name
- Account Email:** email@email.org
- Select Language:** Select a Language (dropdown menu)
- Username:** login (with an edit icon)
- Current Password:** ***** (with an edit icon)

Below the 'Current Password' field, there is a note: 'New password must:' followed by a bullet point: '• Be at least 8 characters long'. At the bottom right of the form, there are 'Cancel' and 'Save' buttons.

- Click Add



The screenshot shows the 'Account Preferences - Students' page. At the top, there are tabs for 'Profile' and 'Students', with 'Students' highlighted in yellow. Below the tabs is a header bar with a share icon, an exclamation mark, and a print icon. The main content area contains a section titled 'My Students' with the following text:

To add a student to your Parent account, click the ADD button.

1. No Name

At the top right of the 'My Students' section, there is a yellow 'Add' button.

- Enter the required information(Access ID and Access Password are on the Parent Portal Letter)

Add Student [Close]

Student Access Information

Student Name

Access ID

Access Password

Relationship

Cancel OK

- Click OK

Repeat for any additional children.(Each student will require a separate Parent Portal Letter from the student's school.)