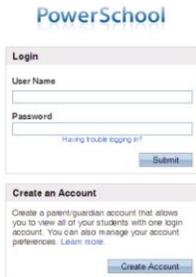


How to Set Up your PowerSchool Account

After you receive your access ID and access password, just follow these easy steps:

Make sure you have your personal PowerSchool ID and password for each of your students. This is printed at the bottom of this sheet.

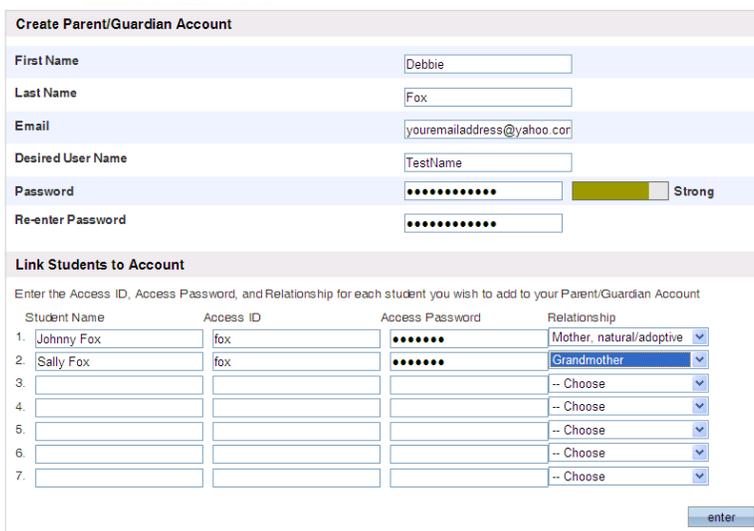
Go to <http://powerschool.oxford.k12.mi.us/public>. You may also follow the link off of the District's web site.



The image shows the PowerSchool website interface. At the top is the 'PowerSchool' logo. Below it are two sections: 'Login' and 'Create an Account'. The 'Login' section has fields for 'User Name' and 'Password', a 'Submit' button, and a link for 'Having trouble logging in?'. The 'Create an Account' section has a 'Create Account' button and a small text block explaining the account creation process.

Ⓞ When you access this site, you will see this screen. Do not enter in your User Name or Password here. Click on the **Create Account**.

You will see the following screen.



The image shows two screenshots from the PowerSchool website. The top screenshot is titled 'Create Parent/Guardian Account' and contains fields for 'First Name' (Debbie), 'Last Name' (Fox), 'Email' (youremailaddress@yahoo.com), 'Desired User Name' (TestName), 'Password' (masked with dots), and 'Re-enter Password' (masked with dots). There is a 'Strong' indicator next to the password field. The bottom screenshot is titled 'Link Students to Account' and contains a table with columns for 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The table has 7 rows. The first row is for 'Johnny Fox' with Access ID 'fox' and Relationship 'Mother, natural/adoptive'. The second row is for 'Sally Fox' with Access ID 'fox' and Relationship 'Grandmother'. The remaining rows have empty fields for Student Name and Access ID, and a '-- Choose' dropdown for Relationship. There is an 'enter' button at the bottom right of the table.

Type in your: **First Name**

Last Name

Your **email address** if you have one. You may enter as many email addresses that you want (separate multiple email addresses with a comma).

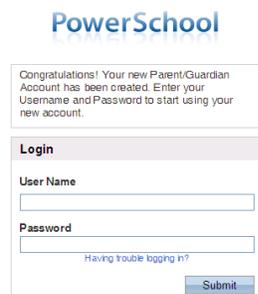
Enter in the **User Name** that you want to use.

Enter in the **password** that you want to use, **re-enter the password**,

In the **Link Students to Account** section, enter in the name of your student, the **Access ID** listed below and the **Access Password**. This is case sensitive, please make sure to capitalize the first letter of the Access ID.

Select your **Relationship** to the student from the “drop-down” menu.

Enter the information for each of your students. Click on **Enter** when done.



The image shows the PowerSchool website interface. At the top is the 'PowerSchool' logo. Below it is a confirmation message: 'Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.' Below this is the 'Login' section with fields for 'User Name' and 'Password', a 'Submit' button, and a link for 'Having trouble logging in?'.

You will be taken back to the sign in screen where you will type in the **User Name** and **Password** that you just created. You will now be able to access the grades and attendance of your students. If you have entered multiple students, you will see the students' name listed on the PowerSchool screen after you have logged in. Students may be added after you have created your account by selecting **Account Preferences, Students** and entering the information.

Parent or Guardian of:

Access ID:

Access Password:



All Oxford Area Community Schools are accredited by the North Central Association