

PowerSchool Parent Portal Changes

Please note: These instructions apply only to parents/guardians. High School and Middle School students will continue to log in with their existing information.

The Shrewsbury Public Schools are enabling a new feature in the PowerSchool Parent Portal that allows each parent/guardian to create their own account that can access information for all of their students. Parents will be able to select their own username and password, and will be able to automatically recover their password if they forget it.

This feature requires that parents complete a **one-time setup process** that will create this new account and associate each of their student's information with this account. After this has been completed, parents will be able to see the same information they were able to see before the change.

1. To begin, go to <https://ps.shrewsbury.k12.ma.us>
2. On this page, under "Create an Account," click "Create Account."
3. On the next page, you will need to enter:
 - a. **Your** First Name
 - b. **Your** Last Name
 - c. **Your** Email address
 - d. The username you would like to use for PowerSchool (e.g., jsmith) **(Please note: Your username cannot be your email address and please only use letters and/or numbers in your username, no spaces or "@")**
 - e. The password you would like to use for PowerSchool (at least 6 characters long).
 - f. Re-enter the same password

The screenshot shows the PowerSchool Parent Portal interface. At the top is the PowerSchool logo. Below it are two main 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 brief description of the account creation process. A bracket on the left side of the 'Login' section is labeled 'SKIP THIS SECTION AT FIRST'. An arrow points to the 'Create Account' button, labeled 'START HERE'.

The screenshot shows the 'Create Parent/Guardian Account' page. It has several input fields: 'First Name', 'Last Name', 'Email', 'Desired User Name', 'Password', and 'Re-enter Password'. Below these is a table for 'Link Students to Account' with columns for 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. A large arrow points to the 'Relationship' column with the text 'THIS INFORMATION IS IN THE LETTER FOR EACH STUDENT AND MUST BE ENTERED EXACTLY AS SHOWN IN THE LETTER, INCLUDING UPPER/LOWER CASE'. At the bottom, there is an 'enter' button.

4. Under "Link Students to Account," you will need to enter the information for each student you would like to link to your account, exactly as shown in the cover letter of this packet. You will receive a separate information letter for each student in your family – you can enter the information for all the students on this one screen:
 - a. **Under Student Name, enter the student's first and last name.**
 - b. Under Access ID, enter the access ID shown in the letter (all uppercase letters)
 - c. Under Access Password, enter the access password shown in the letter (all numbers).
 - d. To the right of each student's information, under Relationship, select **who you are in relationship to the student.**
5. After you have entered the information, **click Enter**. If all of the information was entered correctly, you will see confirmation that your account was set up.

Once you log in with your new account, you will see tabs on the upper left corner (under the PowerSchool logo) with a selection for each student associated with your account. Click on a student's name to see the information for that student.