

Regional School District 13 PowerSchool Parent Guide

A Guide to Accessing Student Data

RSD13 PowerSchool Parent Portal: <https://powerschool.rsd13.org/public/home.html>

Getting Started

I DO NOT HAVE A POWERSCHOOL ACCOUNT AND I NEED TO CREATE ONE

- You will receive a separate access code and password letter for each of your students. If you have not received your student's access letter, please contact their school.
- If you have already created an account, but need to add your student to your existing account, please see the next section.
- Each parent/guardian can have their own individual account, but should only create one account as all students can be linked to that one account. Each parent/guardian should follow the next steps to create their own account.

Creating a PowerSchool Account:

Step 1: Go to <https://powerschool.rsd13.org/public/home.html>. Click on the "Create Account" button.

PowerSchool

Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

Step 2: Complete the Create Parent Account Screen.

- Enter your first name, last name and email address and create a desired user name.
- Create a password for the account. The password must be at least 6 characters long. Re-enter the password for confirmation.
- Complete the “Link Students to Account” section. Enter your student’s name, Access ID, Access Password and relationship for each student on your account. This information can be found on a separate letter sent from your student’s school. If you have not received this letter, please contact their school.
- Click the Enter button at the bottom when you are finished. Your new account should be permanent and last as long as your students are enrolled in the district. If there is an error, please read the comments, correct the information, and press the Enter button again.



Create Parent Account

Parent Account Details

First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Email	<input type="text"/>	
Desired Username	<input type="text"/>	
Password	<input type="password"/>	<input type="password"/>
Re-enter Password	<input type="password"/>	

Password must: -Be at least 6 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1	
Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	<input type="text" value="-- Choose"/>

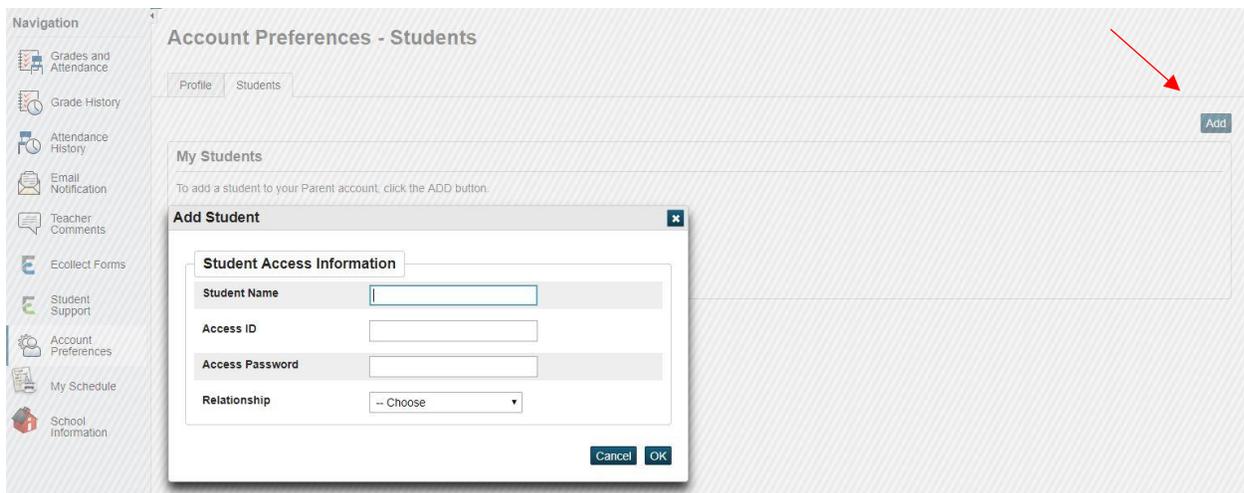
I ALREADY HAVE A POWERSCHOOL ACCOUNT BUT I NEED TO ADD ANOTHER STUDENT

If you already have a PowerSchool account, please log into PowerSchool at:

<https://powerschool.rsd13.org/public/home.html> and enter your username and password. Then click on the Account Preferences button on the left and follow the instructions below.

- Click on the Students tab. A list of your students will appear in the list.
- Click on the Add+ button to add a new student to your list.
- Enter the student's name, Access ID, Access Password, and your relationship to the student. This information can be found in the access code letter sent from your student's school.

Click the Submit button when completed. Your student will now be added to the list of students.



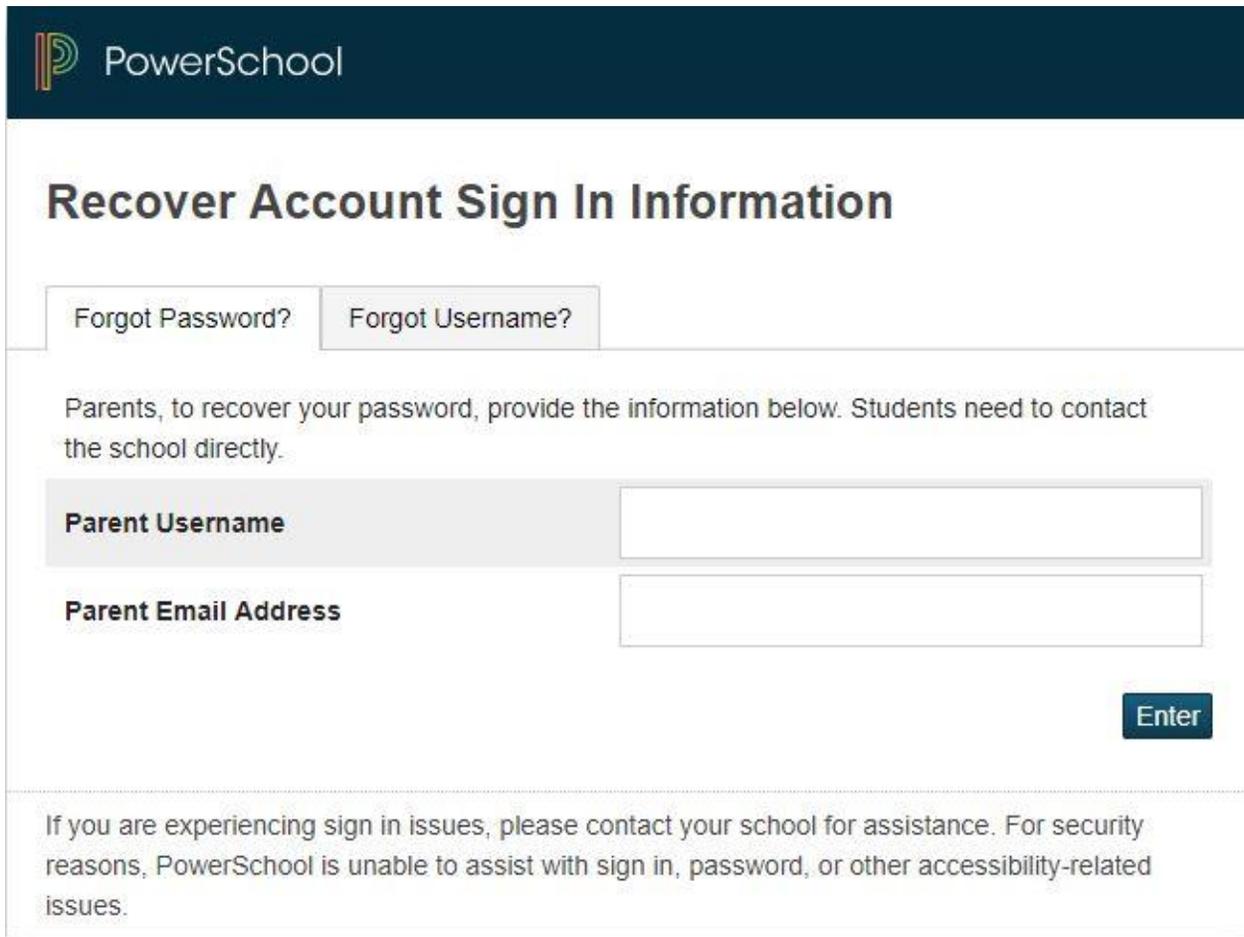
Repeat these steps for all the students that you wish to add. **Note:** If you have not received your student's access code letter, please contact your student's school.

I ALREADY HAVE AN EXISTING POWERSCHOOL PARENT ACCOUNT

If you created an account last year and you have no new students to the district, then you are set to use PowerSchool for this year. Log on to PowerSchool at:

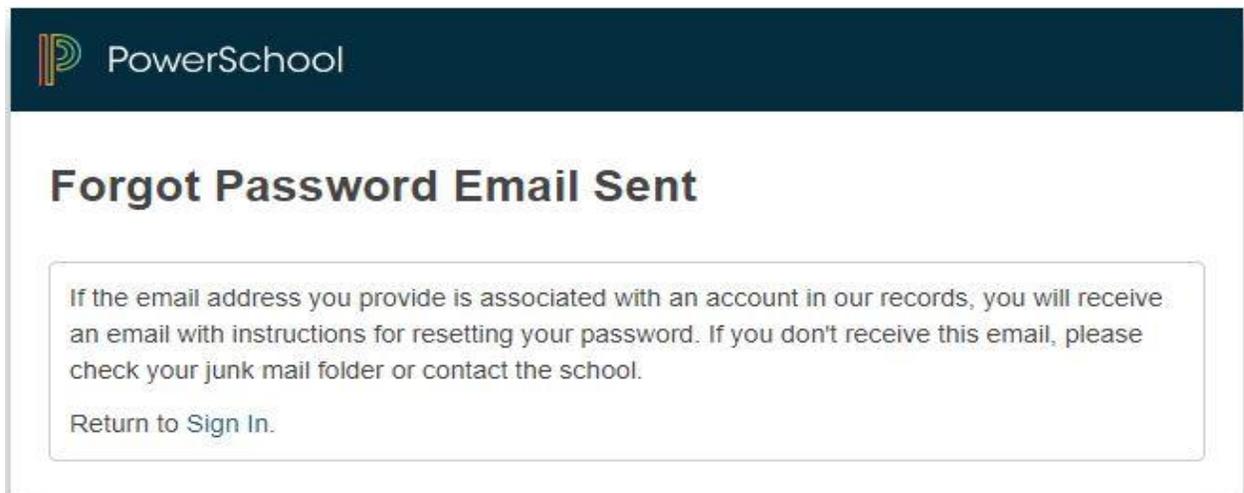
<https://powerschool.rsd13.org/public/home.html> and enter your username and password. Your student's information will be updated to reflect their new grade and if applicable, new school.

If you have forgotten your password, please click on the “Forgot Username or Password” link on the PowerSchool Parent Portal sign in page. You will be directed to the following screen:



The screenshot shows the PowerSchool interface for recovering account information. At the top, there is a dark blue header with the PowerSchool logo and name. Below the header, the main heading is "Recover Account Sign In Information". There are two tabs: "Forgot Password?" (which is selected) and "Forgot Username?". Below the tabs, there is a paragraph of text: "Parents, to recover your password, provide the information below. Students need to contact the school directly." This is followed by two input fields: "Parent Username" and "Parent Email Address". To the right of the "Parent Email Address" field is a blue "Enter" button. Below the input fields, there is a paragraph of text: "If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues."

After entering in your credentials, you will receive an email with a link to reset your password.



The screenshot shows the PowerSchool interface for a "Forgot Password Email Sent" confirmation. At the top, there is a dark blue header with the PowerSchool logo and name. Below the header, the main heading is "Forgot Password Email Sent". Below the heading, there is a text box containing the following text: "If the email address you provide is associated with an account in our records, you will receive an email with instructions for resetting your password. If you don't receive this email, please check your junk mail folder or contact the school." Below this text box is a link that says "Return to Sign In."

Frequently Asked Questions

How do I get an access code letter for my student?

A separate access code letter was sent to all parents/guardians for each student. If you did not receive one, please contact your student's school.

Do I need a separate access code letter for each of my students?

Yes. You will receive a unique access code letter for each student. If you did not receive a letter for one of your students, please contact their school.

I have multiple students in the district. Can I have access to all their accounts under just one username and password?

Yes. Each student has a separate access code and access password. Please refer to the beginning of this document about how to add all your students to your account.

My husband/wife and I are separated/divorced; can each guardian have a user name and password for our student's account?

Yes. PowerSchool allows each guardian to have their own account. Please refer to the beginning of the document on how to create an account.

Do I need a new username and password each year if my student is returning?

No. All login information will remain active as long as your student is at RSD13.

What happens to my access to the PowerSchool Parent Portal once my student leaves the district?

Access is automatically disabled if the student transfers or graduates from RSD13.

When can I access the PowerSchool Parent Portal?

The PowerSchool Parent Portal will be available to registered parent(s)/guardian(s) 24 hours a day, seven days a week. Please note, the portal does shut down for summer updates and maintenance after July 1st and re-opens in mid-August.

Can I access the PowerSchool Parent Portal from anywhere? Yes, you can access the PowerSchool Parent Portal from any device with internet access. The URL is:

<https://powerschool.rsd13.org/public/home.html>