

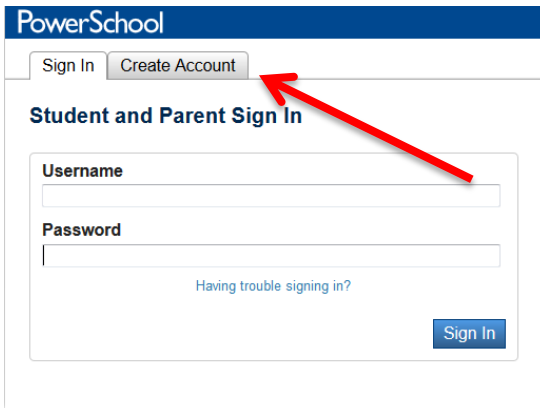
# Parent Portal-Single Sign-On (SSO)

## Creating a new account

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Open your web browser and go to our PowerSchool login page:

<https://pecps.powerschool.com/public/home.html>. The parent login page can also be found by going to the PECPS website and clicking the ParentPortal link under the Parents tab.



When logging in for the first time you will need to click the Create Account tab.

### Create Parent Account

|  |                   |
|--|-------------------|
| First Name                                       | John              |
| Last Name  | Smith             |
| Email  | J.Smith@email.com |
| Desired Username                                 | J.Smith           |
| Password   | ..... Strong      |
| Re-enter Password                                | .....             |
| Password must:<br>-Be at least 6 characters long |                   |

You will need to fill in all information in the top section. The email address must be unique. Parent accounts cannot share an email or a username. Passwords need to be at least 6 characters long and are cAsE sEnSiTiVe.

### Link Students to Account

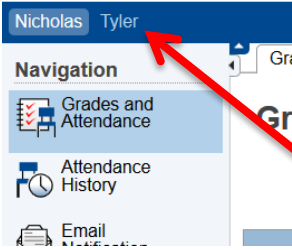
Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

|                 |           |
|-----------------|-----------|
| 1               |           |
| Student Name    | Sam Smith |
| Access ID       | ABCDE     |
| Access Password | ...       |
| Relationship    | Father    |
| 2               |           |
| Student Name    |           |
| Access ID       |           |
| Access Password |           |

Enter the names, Access IDs and Access Passwords for your students. Select the relationship that most accurately reflects your relationship with the student. Scroll down and click Enter when you are finished.

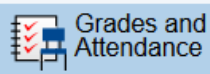
This is where you will put the Access Information received from the school.

# PowerSchool

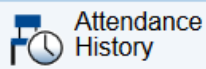


After you've successfully created an account it will bring you back to the log in screen. Once you log in with the username and password you just created you will have access to all students you entered on the Link Students to Account Page. Just click on a name to see that student's information.

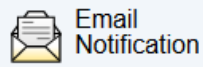
## Navigation



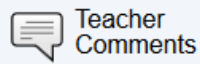
Grades and Attendance



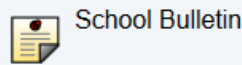
Attendance History



Email Notification



Teacher Comments



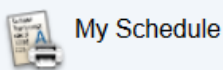
School Bulletin



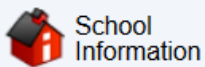
Account Preferences



Access Logs



My Schedule



School Information

**Grades and Attendance** – a look at your student's current grades. Clicking on the grade will break it down into assignments.

**Attendance History** – a look at the entire year's attendance per class period

**E-mail Notification** – sets up your e-mail reports. Choose which reports and how frequently you want them sent to your e-mail.

**Teacher Comments** – any comments from your student's teacher for the current grading period.

**School Bulletin** – any announcements set up for the school district.

**Account Preferences** – change your username and password; add a student to your account.

**Access Logs** – check the login history for everyone who has access to the selected student.

**My Schedule** – (for high school only) gives you the students schedule with the times of each class period.

**School Information** – contact information for the school, administrators, registrars, and attendance clerks

## Information

District Code

QHZL



60

70

There is a PowerSchool app that can be downloaded to your smartphone or tablet. You will need to set up your account online first then you can access the app. You need to enter the district code when logging in the first time.

FYI – Several features that are not used by PECPS cannot be disabled on the app. The only features containing information are the ones listed above.