



PARENT PORTAL ACCESS

Getting Started:

To use the PowerSchool Parent Portal, you must first create an account using the parent **Access ID** and **Access Password** supplied to you by your school. If you have misplaced this letter, or have never received the letter, contact the school where your student attends.

If you created an account in a previous year, you may continue using the account username and password that you have already set up.

Enter the following URL in your browser to access PowerSchool Parent Portal:

powerschool.topekapublicschools.net/public

OR

Go to the Topeka Public Schools website at:

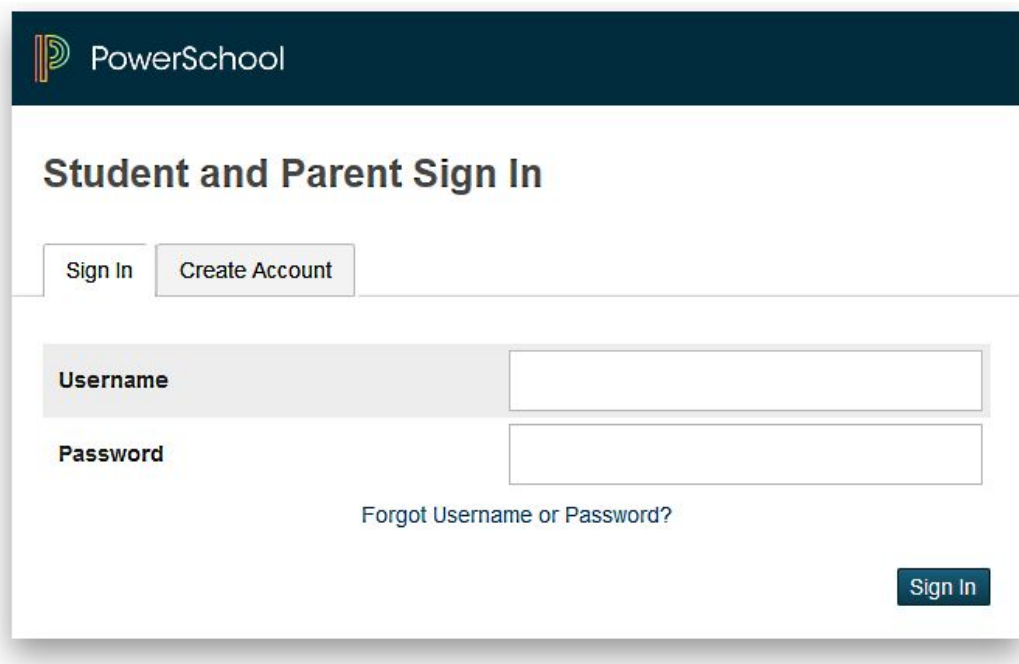
topekapublicschools.net

At the top of the screen click on the word Powerschool, and select Student/Parent Login.



NOTE: access is also available from your Mobile Device!

The login screen appears:



The screenshot shows the PowerSchool login interface. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" (which is active) and "Create Account". Below the tabs are two input fields: "Username" and "Password". Below the password field is a link that says "Forgot Username or Password?". At the bottom right is a blue "Sign In" button.

If you have created an account in a previous year, you should continue using that account. If you have **NOT** created an account, you must do that first.

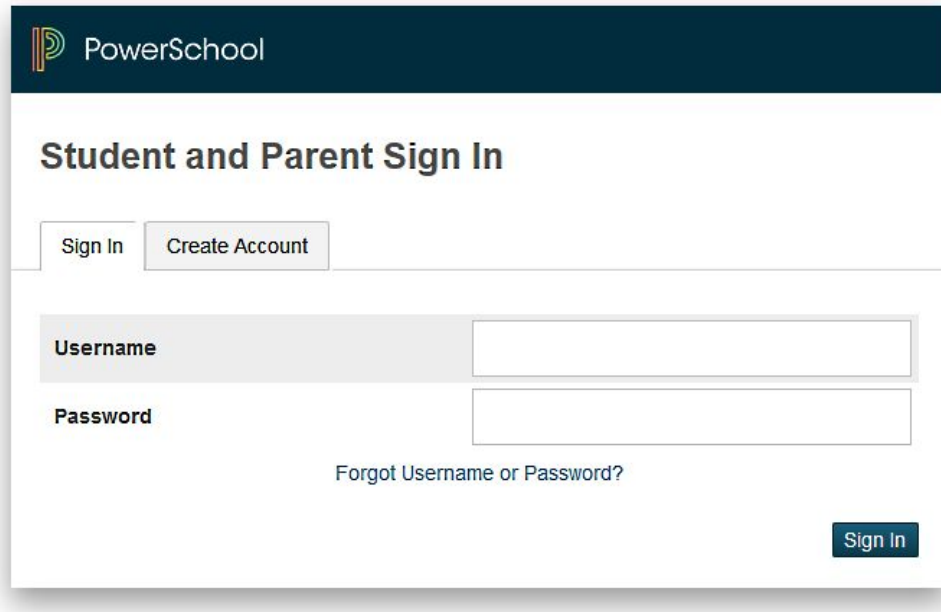
Following these instructions will help maintain secure credentials when there is more than one parent/guardian who may be maintaining separate accounts.


Sign In:

Click on the **Sign In** tab " " to sign in with your previously set up account. Fill in your **Username** and **Password** then click on the blue **Sign In** button " ".

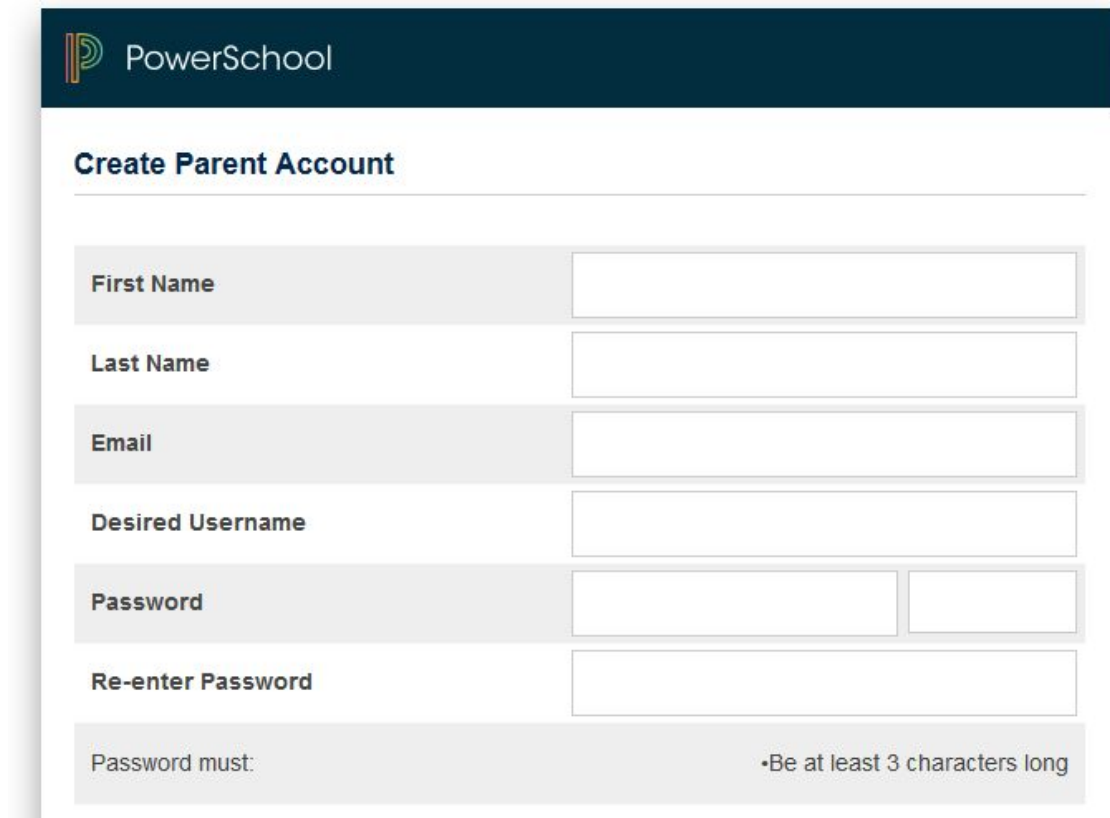
Create an Account:

Before you can access your student(s) information, you MUST create your account which ties you to your student(s). To create your own user account, you will need to have the ACCESS ID and ACCESS PASSWORD that were assigned for the parent portal for your student(s) as they appear in PowerSchool. This information is supplied to you from the school your student(s) attend.



Click on the **Create Account** tab “ Learn more.' A blue 'Create Account' button is in the bottom right corner." data-bbox="203 622 785 875"/>

This screen appears:



The screenshot shows the PowerSchool 'Create Parent Account' form. At the top is the PowerSchool logo. Below it is the title 'Create Parent Account'. The form consists of several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password' (with a separate field for the second character), and 'Re-enter Password'. At the bottom, there is a note: 'Password must: •Be at least 3 characters long'.

Enter **YOUR** First Name, **YOUR** Last Name, **YOUR** Email (the Email address where you want to be contacted from the school, teachers, administrators, and others), **YOUR** Desired Username (this is NOT the same as the Access ID that you were given to set up your account).

Next, enter and verify the Password you will use for **YOUR** account. Passwords must be at least 4 characters long.

MAKE A NOTE OF THE DESIRED USERNAME AND PASSWORD AS THIS WILL BECOME YOUR USERNAME AND PASSWORD TO LOG INTO POWERSCHOOL FROM THIS POINT ON.

Link Student(s):

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

Access ID

Access Password

Relationship

-- Choose

To associate student(s) to **YOUR** account, enter your student(s) name under the **Link Students to Account** heading, along with the unique **Access ID** and **Access Password** that you received from your student(s) school. These are **NOT** what your student(s) uses to sign in to PowerSchool. Next select your Relationship to the student from the drop down menu.

Repeat this process for each student you wish to link to your account. Then scroll to the bottom of the page and click the **Enter** button " **Enter** ". After successfully creating your account in PowerSchool you should get the message:

"Congratulations! Your new PowerSchool Account has been created."

You will be returned to the Sign in page, where you will enter the Username and Password that you just set up for yourself. Click the **Sign In** button " **Sign In** " after you have entered your information. You are now taken to the parent portal.