

Portola Valley School District

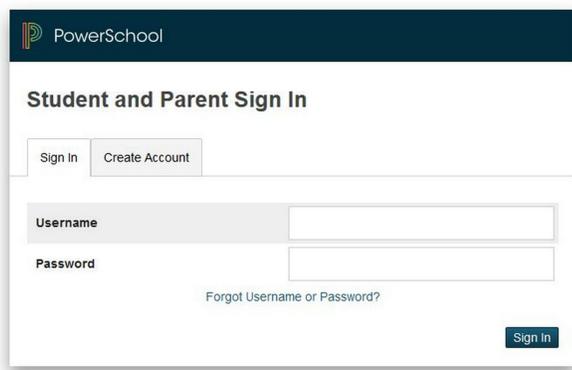
PowerSchool Parent Portal Single Sign On

Please follow the steps below to create your account.

*Note: If you already have a child attending 6/7/8th grade at Corte Madera School you can use that same parent portal account and “add” a student to that account. Once in your parent portal account select “Account Preferences” on the left side->select “Students” tab at the top->and then select “Add” on the top right side of the screen.

1) Access the district's public portal

<https://pvsd.powerschool.com>



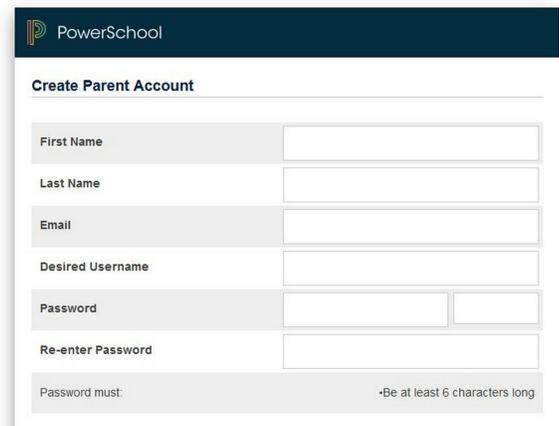
The screenshot shows the PowerSchool login page. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right.

2) Click on Create an account



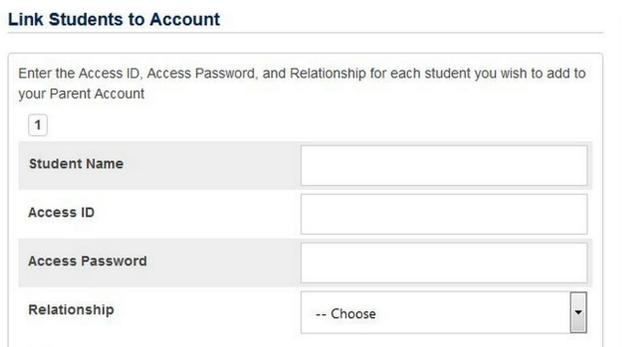
The screenshot shows the PowerSchool "Create an Account" page. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these is the heading "Create an Account". The text below reads: "Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)" A "Create Account" button is at the bottom right.

3) Enter your desired username and password (this is of your choosing)



The screenshot shows the 'Create Parent Account' form in the PowerSchool system. The form includes the following fields: First Name, Last Name, Email, Desired Username, Password (split into two input boxes), and Re-enter Password. A note at the bottom states 'Password must: *Be at least 6 characters long'.

4) Scroll down the page and populate the " Link to Students Accounts" portion.



The screenshot shows the 'Link Students to Account' form. It includes a header instruction: 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. Below this is a table with one row, numbered '1'. The fields in the row are: Student Name, Access ID, Access Password, and Relationship (a dropdown menu currently showing '-- Choose').

Type your child's name.

This is where you will need the Access ID and Access Password.

Use the CONFIDENTIAL ID and Password listed on the letter/email you received.

You can add multiple students associated to your one account.

5) Hit enter at the bottom of the page.



This screenshot is identical to the previous one, showing the 'Link Students to Account' form. A yellow circle highlights the 'Enter' button located at the bottom right of the form.

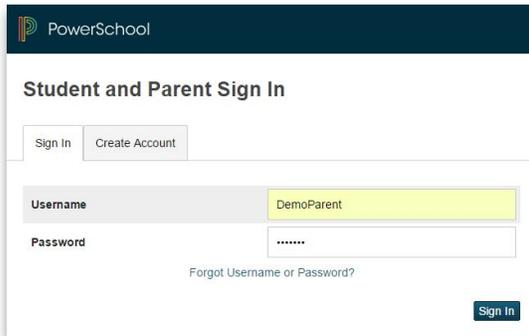
You will now be able to log into your account.

It will take you back to the Sign In page. To Sign In, enter the username and password you created for yourself in Step 3.

PowerSchool Registration from the Parent Portal

In order to ensure that families are properly accessing PowerSchool Registration from the Parent Portal we have put together a workflow that should provide a base line of steps needed in order to access and successfully submit a registration form from the PowerSchool Parent Portal.

1. The first step that needs to be taken when accessing registration is to log in to PowerSchool with the Parent log in information.



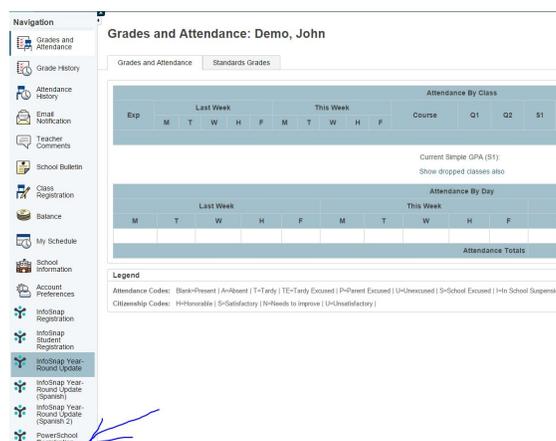
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2. Once logged in, there are two separate options to use in order to access PowerSchool Registration:
 - a. The first method you may use to access registration is to select the “Applications” icon on the top right hand corner of the Parent Portal, this will then take you to the registration page.

Welcome, **Parent Demo** | [Help](#) | [Sign Out](#)



- b. The other method in which you can access registration is by selecting the PowerSchool Registration option on the bottom left hand corner of the Parent Portal page.



Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Schedule
- School Information
- Account Preferences
- InfoSnap Registration
- InfoSnap Student Registration
- InfoSnap Year-Round Update (Classroom)
- InfoSnap Year-Round Update (Classroom 2)
- PowerSchool Registration**

Grades and Attendance: Demo, John

Grades and Attendance Standards Grades

Exp	Last Week					This Week					Course	Q1	Q2	S1	
	M	T	W	H	F	M	T	W	H	F					

Current Simple GPA: (B1)
Show dropped classes also

M	Last Week				This Week				S1	
	T	W	H	F	M	T	W	H		F

Attendance Totals: 0

Legend

Attendance Codes: Blank=Present | A=Absent | T=Tardy | TE=Tardy Excused | P=Parent Excused | U=Unexcused | S=School Excused | H=In School Suspension

Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to Improve | U=Unsatisfactory

3. Once you have selected the PowerSchool Registration Icon you will be taken to a page to select the registration you would like to access. This page should display the form that you will need to access to complete the registration process.

The screenshot shows a dark blue header with the text "PowerSchool Registration", "InfoSnap PowerSchool Instance", and "Dashboard". Below the header, a welcome message reads: "Welcome to InfoSnap forms! InfoSnap PowerSchool Instance requests that you provide and maintain up to date information so that they may effectively communicate with you. Begin by selecting from the below option(s)." The user's name "Barb ThreeTime" is displayed. A card contains a document icon with a pencil, the text "Annual Student Registration Form Ready to Start", and a teal "Start Form" button.

4. After clicking “Start Form” you will be directed to the form that needs to be completed. Be sure to fill out all required fields and any other information that you feel is necessary. Next, scroll to the bottom of the page and select the “Submit Form” option and log out, this will complete the registration process.

The screenshot shows a form with the following fields: "Med Alert Description" with the value "Allergic to Peanuts - Contact School Nurse Immediately if ingested"; "Med Alert expires" with the value "NEVER_EXPIRES" and a date format "YYYY-MM-DD" below it. A "Submit" section contains the text "You are almost finished!" and an "Important: Please make sure you review your entire form before you submit. Once you submit the form, you will not be able to make changes." message. A teal "Submit Form" button is at the bottom.

The steps provided in this work flow should allow you to properly access and complete the registration process.