# MIAMI
## Public Schools

**Step 1:**
Open your internet browser to the PowerSchool Parent
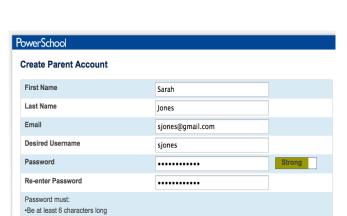**Portal:    https://Ps.miami.k12.ok.us**

**Step 2:**
First thing to do is:   *Create An Account*
Click on Create Account at next screen

**Step 3:**
To create a parent/guardian account, you will enter the following information:

- **Name** – Your first and last name
- **Email** – Student notifications and correspondence related to your parent/guardian account will be sent to this email.
- **Desired User Name** – Your user name is your unique PowerSchool identity
- **Password** – Your password must be at least 6 characters long

- **Student Access Information** – Information for a minimum of one child.  This includes the *Parent Web ID and Parent Access Password* for each child, and your relationship to the student. (his/her information is included with this letter). *The Access ID and Password are case sensitive*.

Once you have created the account and added your child(ren), click Enter.  You then will be directed back to a login screen where you will log in using the **new login and password** that you just created.

After logging in you will see the main Parent Portal screen.  Across the top you will see a separate tab for each child you have connected to your account.  On the left navigation bar there are links providing information about grades, attendance, email notification, fee/lunch balances, honor roll, demographic info.
Clicking on *Account Preferences*  in the left navigation bar brings you to an Account Preferences - Profile screen.  Here you can change your email, user name, or password.

Selecting the *Students tab* from the Account Preferences screen takes you to a screen where you can add additional children to your account.  Once again you will need to know the original *Parent Web Id and Web password* for that student.  This information can be acquired by emailing: powerschool@miamips.net or contacting the school secretary.