

Setting up a New Parent Account for PowerSchool



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

A screenshot of the PowerSchool "Student and Parent Sign In" page. It features a dark blue header with the PowerSchool logo. Below the header, there are two buttons: "Sign In" and "Create Account". A red arrow points from the "Create Account" button in the text above to the "Create Account" button on the screen. Below the buttons are input fields for "Username" and "Password", a "Forgot Username or Password?" link, and a "Sign In" button. At the bottom, there is a status bar that says "No School Monday, April 11th."

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.**

A screenshot of the PowerSchool "Create Parent Account" form. It has a blue header with the PowerSchool logo. The form fields include: "First Name" (Sarah), "Last Name" (Jones), "Email" (sjones@gmail.com), "Desired Username" (sjones), "Password" (masked with dots), "Re-enter Password" (masked with dots), and a "Strong" indicator. Below the fields, it says "Password must: •Be at least 6 characters long".

Link Students to Account

A screenshot of the PowerSchool "Link Students to Account" form. It has a blue header with the PowerSchool logo. The form title is "Link Students to Account". Below the title, it says "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". There are two student entries, numbered 1 and 2. Entry 1: Student Name (Ashley Jones), Access ID (jones489), Access Password (masked with dots), Relationship (Mother). Entry 2: Student Name (Jason Jones), Access ID (jones892), Access Password (masked with dots), Relationship (Mother).

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.