

Please logon to PowerSchool and complete the online forms. Attached are directions to do so. Below is the information you will need to connect your student.

## Accessing PowerSchool

**Access ID:** (student ID [lunch #] and first three letters of their last name)

Example: if the student's name is John Smith and the ID is 12345, the Access ID would be: 12345smi

**Password:** (it's the student's birth date in eight digits)

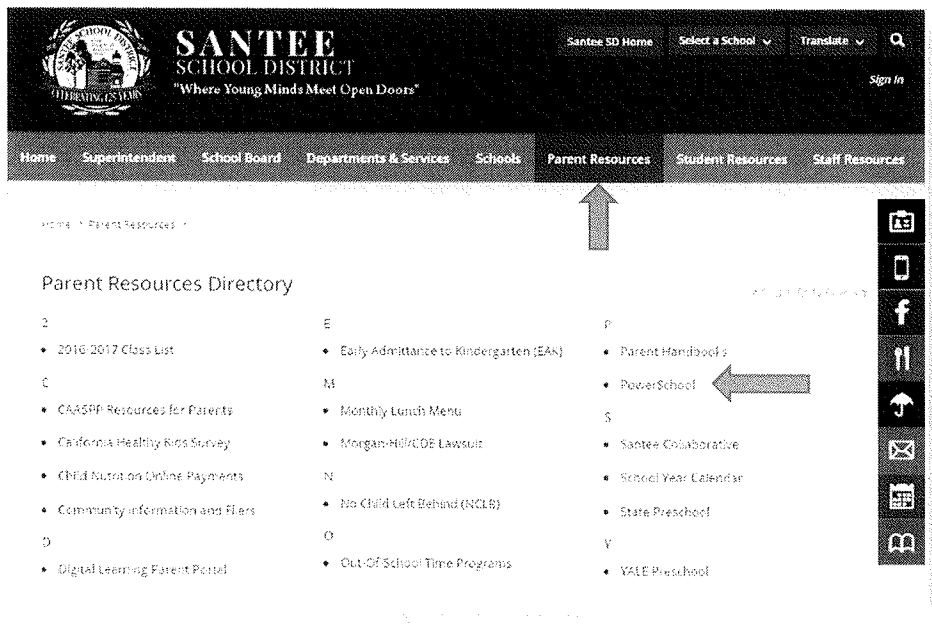
Example: August 30, 2010 would be: 08302010

# PowerSchool Account Instruction for Parents

## 1 PARENT POWERSCHOOL PORTAL

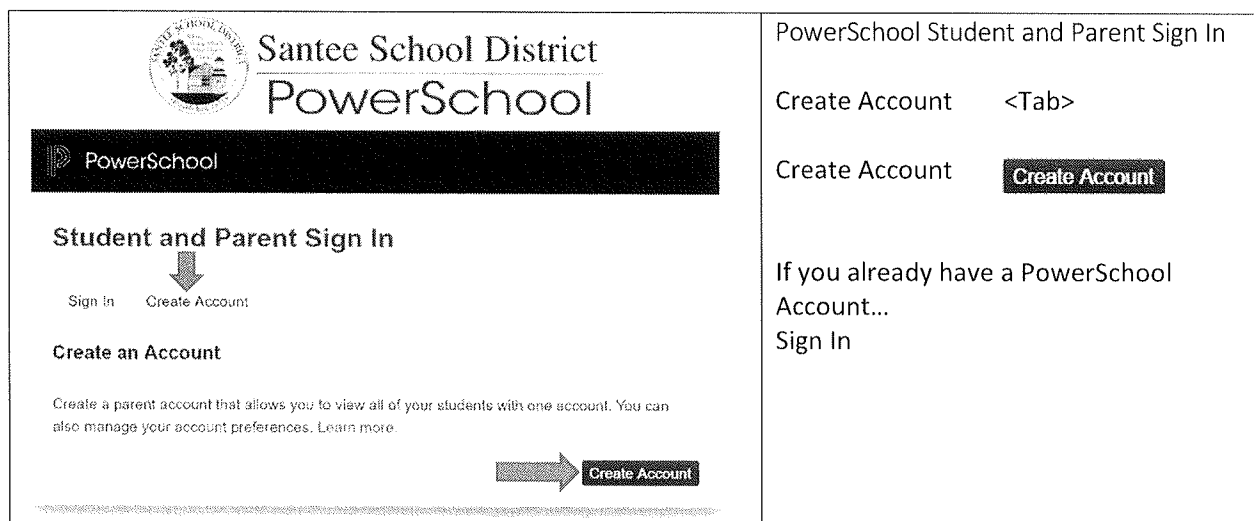
Access the Parent PowerSchool Portal through the District Website ([www.santeesd.net](http://www.santeesd.net))


- a. Parent Resources –
- b. PowerSchool



## 2 CREATE ACCOUNT IN POWERSCHOOL


From the Parent PowerSchool Portal



 <p><b>Santee School District PowerSchool</b></p> <p><b>Create Parent Account</b></p> <p>Parent Account Details</p> <p>First Name</p> <p>Last Name</p> <p>Email</p> <p>Desired Username</p> <p>Password</p> <p>Re-enter Password</p> <p>Password must <small>*Be at least 6 characters long</small></p> <p>Link Students to Account</p> <p>Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account</p> <p>1</p> <p>Student Name</p> <p>Access ID</p> <p>Access Password</p> <p>Relationship <small>-- Choose --</small></p> <p>2</p> <p>Student Name</p> <p>Access ID</p> <p>Access Password</p> <p>Relationship <small>-- Choose --</small></p>	<p>Create Parent Account</p> <p><u>Parent Account Details</u>  <i>Enter the following information</i></p> <ol style="list-style-type: none"> <li>First Name</li> <li>Last Name</li> <li>Email</li> <li>Desired Username (you will use this to login to your account)</li> <li>Password (remember your password future login)</li> </ol> <p><u>Link Students to Account</u>  <i>Add your student to your account</i></p> <p>Access ID and Access Password for your student was mailed in early August.</p> <p>If you need your student Access ID and Access Password, you can contact your School Office or call the Technology Dept. at 619-258-2400</p> <p>When complete click on the <b>Enter</b> at the bottom of the page.</p>
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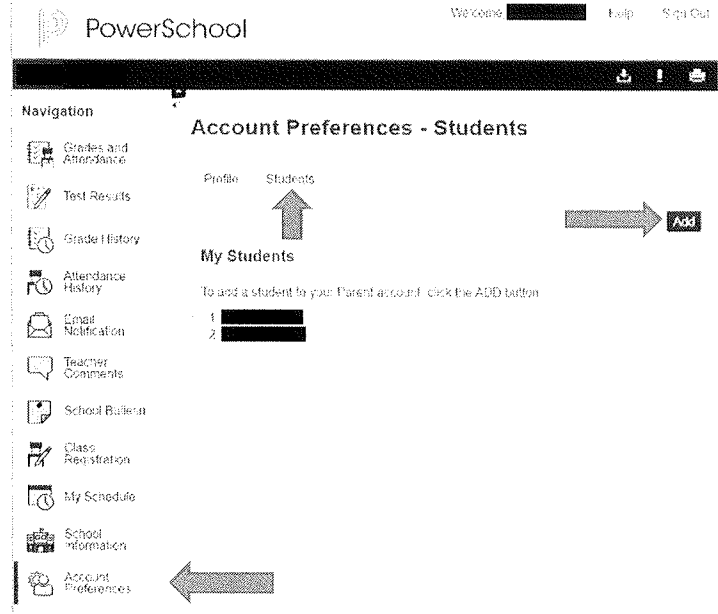
### 3 SIGN-IN TO POWERSCHOOL

From the Parent PowerSchool Portal

 <p><b>Santee School District PowerSchool</b></p> <p><b>PowerSchool</b></p> <p><b>Student and Parent Sign In</b></p> <p>Sign In Create Account</p> <p>Username</p> <p>Password</p> <p>Forgot Username or Password?</p> <p><b>Sign In</b></p>	<p>Sign In</p> <p>Enter your Username and Password</p>
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## 4 ADDING STUDENT TO EXISTING POWERSCHOOL ACCOUNT

If you already have a PowerSchool login, follow the steps to add students to your account.



PowerSchool

Welcome [Name] Help Sign Out

Navigation

- Grades and Attendance
- Test Results
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Account Preferences

Account Preferences - Students

Profile Students

My Students

To add a student to your Parent account, click the ADD button

1 [Name]

2 [Name]

Add

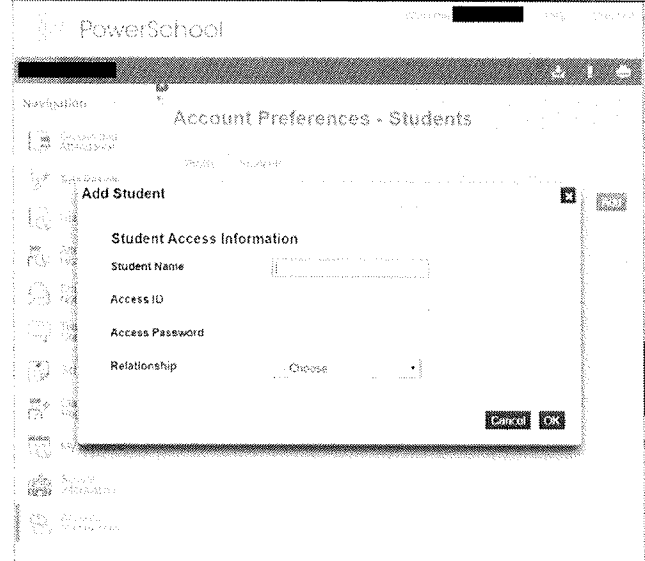
To Add Student to your existing PowerSchool Account

Sign In to your account

Click on Account Preference

Click on Students <TAB>

Click on **Add**



PowerSchool

Welcome [Name] Help Sign Out

Navigation

- Grades and Attendance
- Test Results
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Account Preferences

Account Preferences - Students

Profile Students

My Students

To add a student to your Parent account, click the ADD button

1 [Name]

2 [Name]

Add

Add Student

Student Access Information

Student Name

Access ID

Access Password

Relationship

Cancel OK

Add Student

Enter the following information:

Student Name

Access ID

Access Password

Relationship

Student Access ID and Password was mailed. If you do not have the information, please contact your student school office or Technology Dept. at 619-258-2400

Click on **OK**

## 5 ACCESSING ONLINE FORMS FROM POWERSCHOOL

Log in to the Parent PowerSchool portal, select **Student Forms** (bottom right)

The screenshot shows the PowerSchool Parent Portal interface. On the left is a navigation menu with icons and labels for: Grades and Attendance, Test Results, Grade History, Attendance History, Email Notification, Teacher Comments, Student Bulletin, Class Registration, My Schedule, School Information, Account Preferences, and Student Forms. The main content area is titled "Student Forms - [redacted]". It contains two sections: "11 Digital Learning Forms" and "Other Forms". Each section has a table with columns "Form" and "Status". In the "Digital Learning Forms" section, an arrow points to the "Student Acceptable Use Policy" form, which has a status of "Not Responded". In the "Other Forms" section, an arrow points to the "Photo Release Form", which also has a status of "Not Responded". At the bottom of the navigation menu, an arrow points to the "Student Forms" link.

PowerSchool

Welcome [redacted] Help Sign Out

Navigation

**Student Forms - [redacted]**

11 Digital Learning Forms

Form	Status
Student Acceptable Use Policy	Not Responded
Student Photo Agreement	Not Responded
Student Responsibility	Not Responded

Other Forms

Form	Status
Photo Release Form	Not Responded
Google Classroom	Not Responded

Click on **Student Forms** for access to the Online Forms

Click on the Forms. Read and Digitally Sign.