

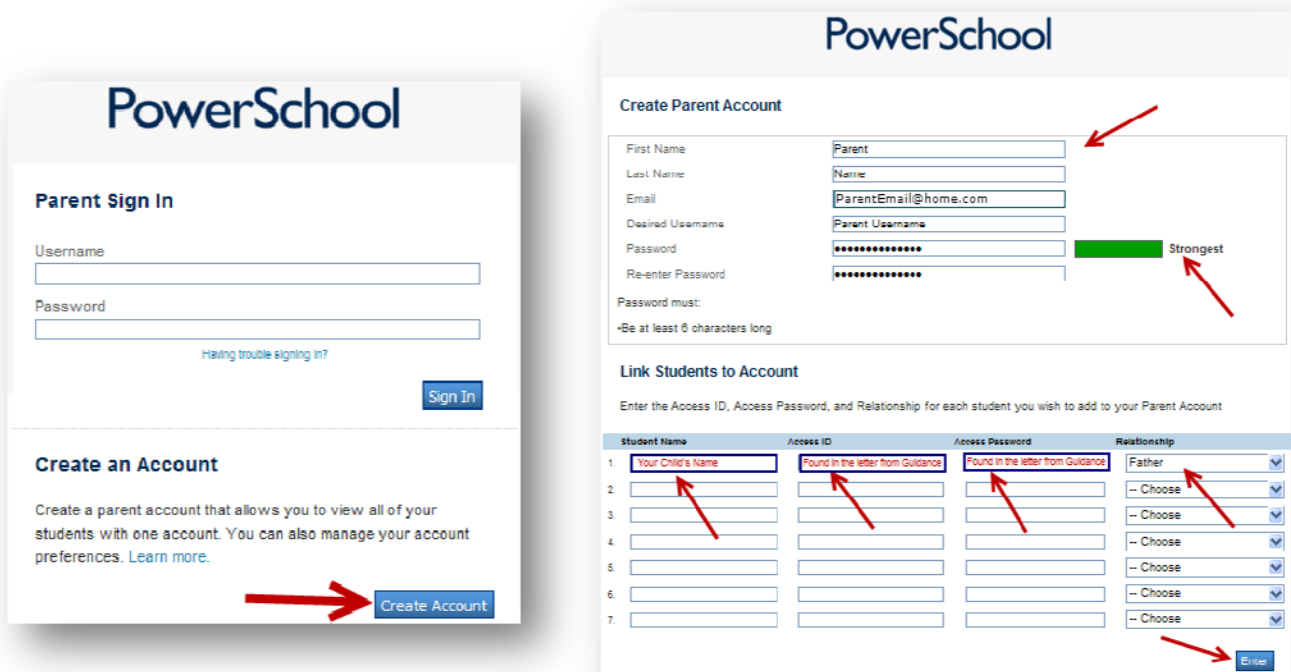
How to Use PowerTeacher Parent Portal

Q: What computer can I use to get to my student’s grades?

A: You can log into *PowerTeacher Parent Portal* from any computer with high speed internet access.

Q: How do I log into PowerTeacher Parent Portal?

A: You must first create your account. The Access ID and Access Password you will use are found on the *Parent Letter* you were given by the school’s guidance department. Open your web browser to <https://powerschool.pps.k12.va.us/public/home.html>. Click **Create Account**. Fill-out the form including all requested information. Make sure to use a **valid** email address. This email address will be used if you forget your login information. Click **Enter**. Once your account is created, use this same page to login with the username and password you just created.



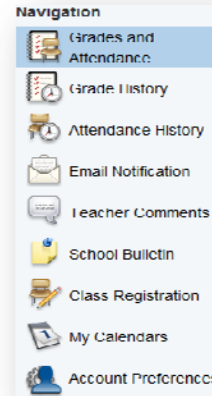
Q: What will I see when I log into PowerTeacher Parent Portal?

A: When you first login, you will see the Grade Summary page below. This page displays the **Grades and Attendance Summary**. Clicking on the specific grade or attendance link will show more detailed information.

		Attendance By Class																							
Exp	Last Week					This Week					Course	Q1	Q2	Q3	Q4	Y1	Absences		Tardies						
	M	T	W	H	F	M	T	W	H	F							12-13	12-13	12-13	12-13					
HR(A)											Homeroom Gr 4 Ingram, Emma						10	10	1	1					
01(A)											Art Grade-1 Ingram, Emma	S	S	S	S	S	0	0	0	0					
04(A)											Meth - Crede-4 Mason, Janice	A	C1	A-	B	B1	93.11	79.65	90	85.56	87.08	0	0	0	0

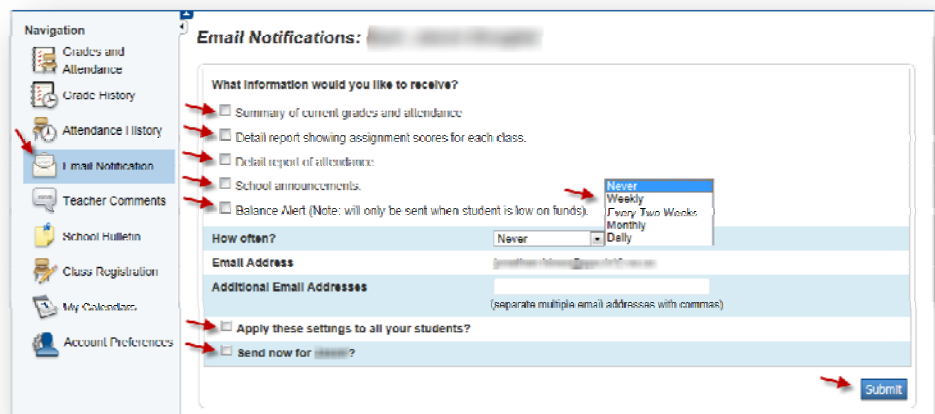
Q: How do I navigate to the different sections in the Parent Portal?

A: Use the navigation panel on the left side of the screen to navigate to each portion of the portal.



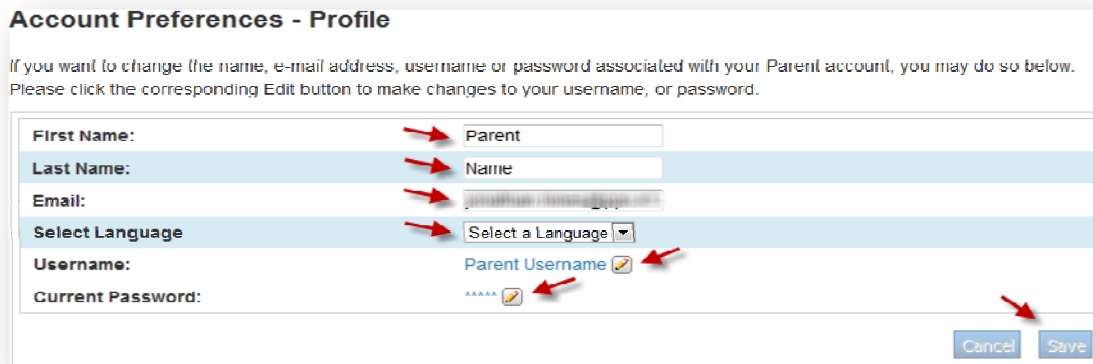
Q: How do I receive email notifications regarding my student’s grades and attendance?

A: Select **Email Notification** in the navigation panel. Click on the check boxes to indicate what information you would like to receive. Select “How Often” you would like to receive the notifications. Make all other applicable selections and click **Submit**.



Q: How do I change my password?

A: Select **Account Preferences** in the navigation panel. Here you can edit your Name, Email, Language, Username, and Current Password. Click **Save** when you are done.



For more detailed directions about using the *PowerTeacher Parent Portal*, please see the instructional videos found on the school’s web page under the *PowerTeacher Parent Portal* link in the left menu bar.

