

# PowerSchool Parent Portal

## Introduction

**What is PowerSchool?** PowerSchool is a database application that runs on a server, which is the center of our Student Information System (SIS). PowerSchool uses the Internet to facilitate student information management and communication among school administrators, teachers, and parents. PowerSchool is a database used to store information about our students and staff. PowerSchool helps our school district create, access and maintain schedule information, grades, assignments, test scores, demographics, and much, much, more.

**PowerSchool Parent Portal is a tool that is integrated into the PowerSchool Student Information System (SIS) that is specifically developed for parents.** PowerSchool Parent Portal gives parents access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, and more! Everyone stays connected; parents are able to participate more fully in their student's progress, and teachers can use their gradebook to make decisions and share information with parents. Through this portal you will have access to; Grades, Attendance, E-Mail Notifications, Teacher Comments, School Bulletins, Lunch Balance, etc.

In 2010 PowerSchool improved the manner in which parents/guardians access the PowerSchool Parent Portal. **Parents/guardians can access multiple students with one login.** This requires that every parent/guardian create one account in the Parent Portal which is called the Parent Portal Single Sign On Account. Once you have completed creating your account you may log into the PowerSchool Parent Portal. You only have to create your account one time and your username and password will remain the same.

If you have not created an account or you are brand new to our school district in order to create an account you must have the Access ID and Password for each student enrolled in school. You will go to the Parent Portal website, the URL is <http://powerschool.bpd3.org/public/home.html> or you can go to [www.bpd3.org](http://www.bpd3.org) and click on *Parent Access*, then click on *Parent Portal Log On Screen* under the PowerSchool heading. Once you are at the Parent Portal log on screen you will click on Create Account (toward bottom). You will then associate each child to your parent/guardian account using the Access ID and Password. The Access ID and Password are assigned by the school district. **Parents/guardians will receive their child's Access ID and Password in the form of a letter at the beginning of the school year along with detailed instructions on how to create your Parent Portal Single Sign On Account.** If you created your Parent Portal Single Sign On Account during the 2010-11 school year you will not need to re-create the account.

## How to Log Into the PowerSchool Parent Portal

1. Open your Web browser and go to the Beach Park School District website: [www.bpd3.org](http://www.bpd3.org).
2. Under the *Parent Access* heading and *PowerSchool* subheading click on "Parent Portal Logon Screen".
3. Enter your username in the first field. *The username is case sensitive.*
4. Enter your password in the second field. *The password is case sensitive.*  
**Note:** The characters appear as asterisks (\*) to ensure greater security when you log in.
5. Click **Submit**. The PowerSchool Parent Portal start page appears.

## PowerSchool Parent Portal Start Page

When you log into the PowerSchool Parent Portal, the start page appears. This page serves as the central point from which you begin your PowerSchool Parent Portal session. You will notice a tab in the upper left (underneath PowerSchool) with your child's name, if you have more than one student in our district you

will have one tab per child with their name displayed on the tab. Clicking on a child's tab allows you to quickly move from one child's screens (information) to another child's screens.

When navigating through the Parent Portal you may always click on the word PowerSchool in the upper left hand corner to return to the start page. The PowerSchool Parent Portal consists of the following pages, please see the descriptions below.

### ***Grades and Attendance***

Use this page to view the grades and attendance for the student in the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

### ***Grades History***

Use this page to view trimester grades for the student for the current term.

### ***Attendance History***

Use this page to view the attendance record for the student in the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

### ***Email Notifications***

If you wish to receive information about your student's grades, attendance, account balance, and assignment scores use this page to set up your e-mail preferences. You can specify which information you would like to receive and how often you would like to receive the information in e-mail.

### ***Teacher Comments***

Use this page to view any comments that teachers entered regarding items such as the student's achievement or behavior.

### ***School Bulletin***

Use this page to view daily school announcements.

### ***Balance***

Use this page to view lunch balance and fee transaction information for the selected student.

### ***Account Preferences***

Use this page to change your personal account preferences such as your password.

**NOTE:** Any word or phrase that appears in blue if clicked opens another page with more information. For example, if you click on a letter grade on the Grades and Attendance screen it will open a page with all the assignments that comprise that grade. Also, please note we do not use the Class Registration section or the My Calendars section.

## **PowerSchool Parent Portal User Guide**

For detailed instructions on how to use the Parent Portal please see the Parent Portal User Guide located on our website: [www.bpd3.org](http://www.bpd3.org). From the start page click on *Parent Access* and underneath the *PowerSchool* heading click on the "PowerSchool Parent Portal User Guide" link to open the User Guide.

If you have any questions regarding the parent portal please feel free to email me at [murban@bpd3.org](mailto:murban@bpd3.org).

Thank you,

Maureen Urban  
Database Coordinator  
Beach Park School District #3