

# PowerSchool Parent Portal Single Sign On

**BELOW PLEASE FIND THE INSTRUCTIONS FOR CREATING YOUR POWERSCHOOL PARENT PORTAL ACCOUNT. A COMPLETE POWERSCHOOL PARENT PORTAL USER GUIDE IS AVAILABLE AT [WWW.BPD3.ORG](http://WWW.BPD3.ORG) (UNDER THE POWERSCHOOL HEADING ON THE RIGHT HAND SIDE). PLEASE FEEL FREE TO PRINT THE USER GUIDE OR SAVE IT TO YOUR COMPUTER FOR DETAILED PARENT PORTAL INSTRUCTIONS.**

PowerSchool has improved the manner in which parents/guardians access the PowerSchool Parent Portal. Parents/guardians can now access multiple students with one login. This requires that every parent/guardian create one account in the Parent Portal. Once you have completed creating your account you may log into the PowerSchool Parent Portal. Once you are logged into the Parent Portal you will see one tab for each child (upper left side of screen). You will no longer have to log into the PowerSchool Parent Portal separately for each child. For those parents who only have one child in our district, you will have to create an account as well, you will just have one tab.

Additionally, the upgraded PowerSchool Parent Portal gives parents/guardians the ability to retrieve their own login information (in the event you forget or lose your login information).

## **How to Create a Parent/Guardian Account:**

Use this procedure to create a new parent/guardian account. In order to create an account, you must have the Access ID and Password for each student enrolled in school. 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 mailed home at the beginning of the school year. If you do not have this information or have questions, contact your district's PowerSchool Administrator, Maureen Urban at [murban@bpd3.org](mailto:murban@bpd3.org).

1. Open your Web browser to the PowerSchool Parent Portal URL which is <http://powerschool.bpd3.org/public> or you may visit our website at [www.bpd3.org](http://www.bpd3.org) and click on the Parent Portal Log On link underneath the PowerSchool heading on the main page. The Log In page appears.
2. Click Create Account. The Create Parent/Guardian Account page appears.
3. Use the following table to enter information in the Create Parent/Guardian Account section:

<b>Field</b>	<b>Description</b>
First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address. The email address you enter is used to send you select information, as well as account recovery notices and account changes confirmations. For more information, see Email Notifications in the PowerSchool Parent Portal User Guide which can be accessed on our website at <a href="http://www.bpd3.org">www.bpd3.org</a> underneath the PowerSchool heading.
Desired User Name	Enter the user name you would like to use when logging into the PowerSchool Parent Portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name.

	<i>Note: The Parent Portal log in Username and Password are case sensitive. For example, if you create your username and password in ALL CAPS/UPPERCASE when you log in you will always have to enter them in ALL CAPS.</i>
<i>Password</i>	<i>Enter the password you would like to use when logging into the PowerSchool Parent Portal. The password must be unique and a minimum of 6 characters.</i>
<i>Re-enter Password</i>	<i>Re-enter the password you would like to use when logging into the PowerSchool Parent Portal. The password you enter must match the password entered in the <b>Password</b> field.</i>

4. Use the following table to enter information in Link Students to Account section:

<b>Field</b>	<b>Description</b>
<i>Student Name</i>	<i>Enter the first and last name of the student you want to add to your account. Note: Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.</i>
<i>Access ID</i>	<i>Enter the unique access ID provided to you for the student. Note: If you do not have this information, contact the PowerSchool Administrator, Maureen Urban at <a href="mailto:murban@bpd3.org">murban@bpd3.org</a>.</i>
<i>Access Password</i>	<i>Enter the unique access password provided to you for the student. Note: If you do not have this information, contact the PowerSchool Administrator, Maureen Urban at <a href="mailto:murban@bpd3.org">murban@bpd3.org</a>.</i>
<i>Field Description Relationship</i>	<i>Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.</i>

5. Click **Enter**. The Login page appears. To continue and log into the Parent Portal, see below.

### **How to Log In to PowerSchool Parent Portal:**

1. Open your Web browser to the PowerSchool Parent Portal URL which is <http://powerschool.bpd3.org/public> or you may visit our website at [www.bpd3.org](http://www.bpd3.org) and click on the Parent Portal Log On link underneath the PowerSchool heading on the main page. The Log In page appears.
2. Enter your username in the first field.
3. Enter your password in the second field.  
*Note: The characters appear as asterisks (\*) to ensure greater security when you log in.*
4. Click Submit. The PowerSchool Parent Portal start page appears. For more information, see PowerSchool Parent Portal Start Page in the PowerSchool Parent Portal User Guide is available at [www.bpd3.org](http://www.bpd3.org) (under the PowerSchool heading on the right hand side).

For security reasons you must have your child's Access ID and Password in order to create your Parent Portal account. You will receive a letter at the beginning of the school year with your child's Access ID and Password.