

## Parent Portal Accounts

Parent accounts through PowerSchool offers a Parent Single Sign-On to the Parent Portal where parents can have access to all of their children's information in one place in one account. This is also where we will place your notification form, program plan and teacher evaluations.

Parent accounts can be attached to multiple students.

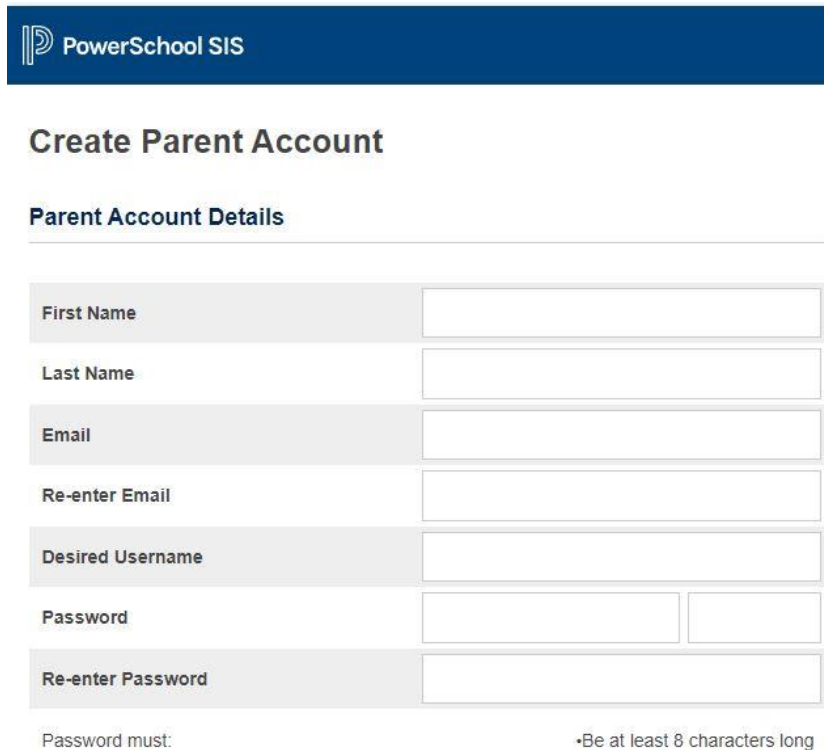
To get started, you must create your PowerSchool account and attach students to your account. If you are unsure of your login please contact your school to get you started and to ensure your account has been set up for you.

**Please Note: Your PowerSchool Parent Portal account MUST be created by using the PowerSchool Parent Portal in a web browser. It cannot be created in the PowerSchool app.**

Logon to the PowerSchool Parent Portal: <https://eics.powerschool.com/public/>

You will first need to create your account.

- Click on the Create Account Tab
- Click on **Create Account**
- Enter your First Name, Last Name and your Email Address
- Create a username and password (Username is set up through the office which is firstname.lastname)
- Re-Enter your Password. (Password but be at least 6 characters long)



The screenshot shows the 'Create Parent Account' form in the PowerSchool SIS interface. The form is titled 'Create Parent Account' and has a sub-header 'Parent Account Details'. It contains several input fields for user information: First Name, Last Name, Email, Re-enter Email, Desired Username, Password, and Re-enter Password. The Password field is split into two parts. At the bottom, there is a note: 'Password must: •Be at least 8 characters long'.

PowerSchool SIS	
<b>Create Parent Account</b>	
<b>Parent Account Details</b>	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Re-enter Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="text"/>
Re-enter Password	<input type="text"/>
Password must: •Be at least 8 characters long	


Now it will ask you to link your students to your account (this is already completed through the office). If you don't see one of your students, please contact the office.

You will not have to fill out the Link Students to account.

After you have selected enter at the bottom of the page you are now ready to access the Parent Portal with your username and password that you created.

Go to the Parent Portal: <https://eics.powerschool.com/public/>

- Enter your new user name and password
- Click Sign In

 **PowerSchool SIS**

## Student and Parent Sign In

Sign In

Create Account

















Username

Password

[Forgot Username or Password?](#)

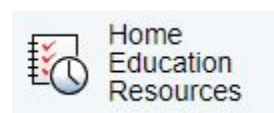
Sign In

Once you have created your account in the Parent Portal, when you successfully login, you will see the Navigation menu on the left-hand side like this:

<div><b>621419</b> <b>Locker 220</b></div> <div> School Information</div> <div> Home Education Resources</div> <div><b>Grades and Attendance</b></div> <div> My Schedule</div> <div> Grades and Attendance</div> <div> Online Report Cards</div> <div> Grade History</div> <div> Attendance History</div> <div> Teacher Comments</div> <div> Safe Arrival</div>	<p>A few information about the navigation menu.</p> <ul style="list-style-type: none"><li>• This six-digit number is your child's student number</li><li>• Home Education Resources is where your notification Form, Program Plan and your teacher evaluations will be located.</li><li>• School Engage is where you will go to re-register your student for the next school year.</li></ul>	<div><b>Forms and Fees</b></div> <div> Student Fees</div> <div> SchoolEngage Student Forms</div> <div> Summer School</div> <div> Yearly Consent</div> <div> Course Request Management</div> <div><b>Account Management</b></div> <div><b>Additional Resources</b></div> <div> SchoolMessenger</div> <div> SchoolEngage</div>
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How to edit your program plan:

- Click on Home Education Resources from the navigation bar.
- Click on Edit beside the Home Education Program Plan.



Dynamic Program Plans			
School Year	Plan		
2021-2022	Home Education Program Plan	Edit	View
2021-2022	Home Education Program Plan	Edit	View
2020-2021	2020-2021 Example Program Plan Teacher Modified		View

- Once you click edit, you will be asked which program plan you want to edit as you can see below.
- You will scroll to the subject you want to edit

### Add/Edit Home Education Program Plan

Add/Edit Home Education Program Plan

Program Plan Details

What School Year is this Program Plan Associated with?

2021-2022

Please identify a name for this Program Plan

Home Education Program Plan

Language Arts

How do you intend to approach Language Arts studies this year?

- Once you have made all your changes click submit.



### Troubleshooting Parent Portal Access

Here are a few scenarios where you may encounter several types of issue with the parent portal. Below are some recommended troubleshooting steps to be familiar with.

1. A common problem encountered by parents creating accounts is a message saying "email address in use". **This means that they already have an account.** In this case, if they don't know how to log in they can click "Having trouble signing in" on the parent portal to look up the username or reset their password.
2. Parents sometimes create usernames that have spaces or special characters in. If they do this, they may then be unable to log in or certain programs like Student Quick Pay and Reglink will not work. **If you notice they have a space or a special character in their username, change it so that they don't anymore.**
3. When all else fails you have the ability to search for the parent, reset their password, then log in as them to test things out. Once you have tested it out you can more easily tell them exactly what to do to get logged in and how to change their password.