

## MCPS Parent/Student Portal

A letter like this one was mailed to homes this summer. The letter has the web link, instructions, and access ID and Access Password that the parent needs to create their PowerSchool Parent Portal account. **The letter also contains the Student username and password to access their portal account. Students do not need to create an account.**



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Phone: 540-382-5160

September 20, 2013

To the Parent/Guardian of Aaron Miles:

The administration and staff at **District Office** would like to inform you that we can now provide you and Aaron with online access to current academic progress through PowerSchool Parent/Student Portal. To access Parent Portal, you will need to follow these steps:

1. Open PowerSchool in your browser, the address is: <http://powerschool.montgomery.k12.va.us/public>
2. Click **Create Account**
3. Enter your First Name, Last Name, Email and choose a user name and password. Please note that your user name must be unique and cannot be an email address.
4. Enter Student Name, Access ID, Access Password and relationship for students that will be linked to your account.  
Your Access ID is: .....  
Your Access Password is: .....
5. Click Enter. The PowerSchool Parent Portal Login page appears. You may login with your new user name and password.

Academic progress can be tracked from any location that has internet access. **It is advisable that you keep your username and password secure and not share it with anyone else.**

After the start of school, the Grades and Attendance tab will allow you to check assignments and scores by clicking on the blue percentage across from a class. To email the teacher a question or concern, please click the blue teacher's name link. The Grades History tab will show you the grades your child received in previous grading periods. The Teacher Comments tab is used to access current teacher comments for your student and the School Bulletin tab has current announcements for our school.

Aaron can track his own academic progress by logging on to <http://powerschool.montgomery.k12.va.us/public> and using his login information listed below:

Aaron's Username is: .....  
Aaron's Password is: .....

Please remember that students in grades K-2 receive effort grades rather than letter grades. Grades for these students are not posted in an electronic gradebook and will not be available through PowerSchool Parent Portal. Parents/Guardians are encouraged to contact their child's teacher if there are any questions about their child's progress.

If you have any questions regarding the use of PowerSchool please contact the school office at 540-382-5160.

Web address to create the account

Instructions

Access ID

Access Password- It will be populated on your letter.

Student Portal username and password

It will be populated on your letter.

If you did not receive the letter or have lost the letter the main office at your school can provide one.

Once you have the letter you will go to the PowerSchool login Screen:

# PowerSchool

**Create Parent Account**

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must:  
•Be at least 4 characters long

**Link Students to Account**

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

Student Name	Access ID	Access Password	Relationship
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
6. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
7. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>

1. Go to [www.MCPS.org](http://www.MCPS.org)
2. Click on the Portal Button
3. Click on Parents/Students
3. Click on Create a New Account
4. Enter your personal information
5. Enter your child's name, access id and access password from the letter
6. Indicate your relationship to the student
7. Click Enter

You will then be at the login screen where you will enter the login that you created to access your child's information.