



Palmyra Area High School

Cougars 1125 Park Drive Palmyra, PA 17078-3499 • 717-838-1331 • fax 717-838-7915 • www.pasd.us

Benjamin K. Ruby, Ed.D
Principal

Paul Steigerwald
Assistant Principal

Daryl Reisinger
Assistant Principal

POWERSCHOOL PARENT SIGN-ON LOGIN INSTRUCTIONS

Dear Parents and Guardians,

We are writing to inform you of a new way to access our Powerschool Parent Portal. It is called Single-Sign-On. Powerschool now allows more than one parent/guardian to access student records with unique credentials for each. Your login will allow you to view information about multiple students at once. New technologies such as Powerschool's mobile tablet application "Powerschool for Parents" require the Single-Sign-On feature.

The following steps will guide you in setting up a new parent/guardian access login and associating your student(s):

Instructions for establishing access to the new Single-Sign-On Parent Portal

1. Open your web browser to the Powerschool Parent Portal URL at <https://powerschool.pasd.us>
2. Click Create Account at the bottom of the page.
3. Enter your first name
4. Enter your last name
5. Enter your email address
6. Enter your desired user name. It must be unique. If the name you choose already exists, you will be prompted to enter a different one.
7. Enter your desired password - it must be at least 6 characters long and is upper/lower case-sensitive.
8. Re-enter your password to confirm
9. Enter your student's first and last name.
10. Enter your student's access ID.
11. Enter your student's access password.
12. Choose your relationship to the student.
13. If you have an access ID and password for an additional student you may enter them on the next line.
14. When all student information has been completed, press the enter button.

If successful, you will be directed to the login screen. If you receive an error message (forgot to enter something such as an access ID or an email address which is not unique, etc.), you must correct the error(s) and re-enter the access credentials for all students listed. Continue correcting errors until you see the login screen after pressing the enter button.

If you need more than one parent/guardian account for your student, please provide the student access ID and access password to anyone that you authorize to access your student's information (parents, guardians, relatives, etc.). They will need to create a login and repeat this procedure to set up their access.

Once you log into the Powerschool website, you may sign up for alerts to be emailed directly to you. These alerts will be triggered by the selections you make using the Email Notifications icon. You may change your alert settings at any time. You may also change your email address or password by clicking on the Account Settings icon.

Please note that certain features related to student schedules, including email notifications, will not be available until the start of the school year.

Also we will be enabling Student Fee Tracking for 2013-14 on a Balances page. This will enable you to see any debts your student has incurred. Please note that while included on the Balances page, lunch balances are not maintained in Powerschool. Please continue to use Easy School Pay to view this information.

If you need assistance or have questions, please contact the school office at 838-1331.