

WHAT IS POWERSCHOOL PARENT PORTAL?

- PowerSchool Parent Portal gives parents and students access to real- time information including attendance, grades and detailed assignment descriptions, school bulletins and even personal messages from the teacher.
- PowerSchool's Parent Portal provides single sign-on access. With single sign-on access parents will create **ONE** username and password to manage their account information, link any and all students (for whom you have parental or legal rights), and set email and notifications preferences for each student linked to the account.

CREATE A PARENT PORTAL ACCOUNT

Step 1: Create A Parent Account

- When creating an account for more than one of your children you will need the **Access ID** and **Password** for at least one child enrolled in a school. If you do not have this information or have questions, contact your school.

1. Open an Internet browser (Internet Explorer, Firefox, Safari, etc.)
2. Go to **Cabarrus County School's Parent Portal:**
<http://cabarrus.powerschool.com/public>

3. Click the **CREATE ACCOUNT** button.

4. The **Create Account Screen** appears.
5. Fill in the information to create your account.
 - Type your **First Name** and then **Last Name** on next line.
 - Type your **email address**.
 - Type the desired **username** and **password**.
 - Make sure you follow the password requirements.
 - You may be prompted to select a different username if the one you choose has already been used.

Step 2: Link Students to Account

1. In the **LINK STUDENTS TO ACCOUNT**, enter the student's name, Access & ID and Access Password.

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
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose

2. Select your **RELATIONSHIP** to him/her for each of your children.
3. Repeat step 6 to add additional children to your account.
4. Click the **ENTER** button.
5. If successful, you will be directed to the **PARENT SIGN IN SCREEN**.
 - If you receive an error message, you will need to make any corrections it suggests and fill in the passwords again.

PowerSchool	
Parent Sign In	
Username	<input type="text"/>
Password	<input type="password"/>
Having trouble signing in?	
<input type="button" value="Sign In"/>	

LOGIN TO PARENT PORTAL

1. Open an Internet browser (Internet Explorer, Firefox, Safari, etc.)
2. Go to **Cabarrus County School's Parent Portal**:
<http://cabarrus.powerschool.com/public>

3. At the **Parent Sign In Box** enter your **username** and **password**.

NOTE: Do not use someone else's password or give your password to anyone else.

4. Click the **SIGN IN** button.

PowerSchool	
Parent Sign In	
Username	<input type="text"/>
Password	<input type="password"/>
Having trouble signing in?	
<input type="button" value="Sign In"/>	

POWERSCHOOL PARENT PORTAL START PAGE

- When you sign in to Parent Portal, the **START PAGE** appears. This page serves as the central point from which you begin your PowerSchool Parent Portal session. The start page consists of the following main areas:

- HEADER:** The header appears at the top of the PowerSchool Parent Portal. The header includes the following information:



- POWERSCHOOL LOGO:** Click to return to the **start page** from anywhere within the application.
 - WELCOME, [Your Name]:** The first and last name of the person signed in. Your name should appear. If it does not, contact the school.
 - In an effort to ensure that your account is secure and your information protected, the date and time of the last time you signed in appears when you hover over your name.
 - HELP:** Click to access the PowerSchool Parent Portal **online help**. Assistance is just a click away!
 - SIGN OUT:** Click to **sign out** of PowerSchool Parent Portal.
- NAVIGATIONAL TOOLBAR:** The navigation toolbar appears at the top of the start page, and is common to every page in the application. The navigation toolbar includes the following information:

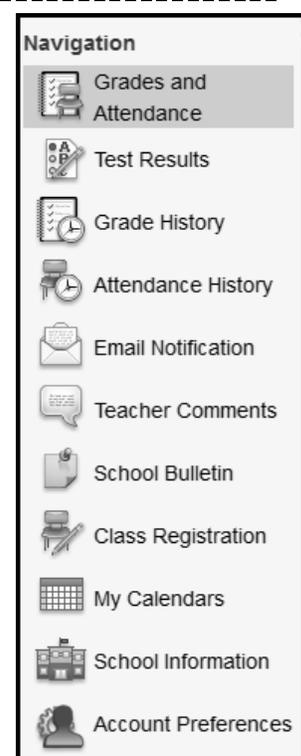


- STUDENT TABS:** The first names of the students associated to your parent account appear in alphabetical order. Click the name of the student for whom you want to view information. The page refreshes and display information for the selected student. If you click the name of a student and the message "Student information is not available at this time." appears, contact your child's school.
- NOTIFICATION ICON:** Login security feature; displays date and time of your last system login.
- PRINTER ICON:** Click to print a printer-friendly version of the page you are viewing. Additionally, the page includes the name of the selected student and the school and school district for that student.

POWERSCHOOL PARENT PORTAL START PAGE

NAVIGATION MENU: The navigation menu serves as the **central point** from which to navigate the pages of the PowerSchool Parent Portal. The navigation menu includes the following links:

- Grades and Attendance:** Click to view student grades and attendance for the current term.
- Grades History:** Click to view student grades for the previous terms.
- Attendance History:** Click to view attendance history for the current term.
- Email Notification:** Click to set the e-mail notifications you can receive on a regular basis.
- Teacher Comments:** Click to view any teacher comments.
- School Bulletin:** Click to view the current school bulletin.
- Class Registration:** Click to register for classes and view course requests.
- My Calendars:** Click to subscribe to specific homework and event calendars.
- Account Preferences:** Click to manage your PowerSchool Parent Portal account preferences.



EXPLANATION OF ABBREVIATIONS

Q1: First quarter	Grading Scale
Q2: Second quarter	A 93-100
S1: First semester	B 85-92
S2: Second semester	C 77-84
F1: Final Grade for the course	D 70-76
	Anything 69 or below is an F

FORGOT MY USERNAME OR PASSWORD

If account sign-in information has been forgotten, it can be retrieved by using the auto-recovery feature on the sign-in page.

1. Open a web browser.
2. Go to this web address: <http://cabarrus.powerschool.com/public>

3. Click the link »**Having Trouble Signing In?**

Parent Sign In

Username

Password

[Having trouble signing in?](#)

4. The **Recover Account Sign In Information** screen appears.
5. You can request your **Password** or **Username** by email. Choose the option.
6. After you choose the method to retrieve account information, click the **ENTER** button.
7. Check your email for a message from PowerSchool. The message will provide either your **password** or **username** depending on which tab you chose.

Recover Account Sign In Information

To recover your account sign in information, provide the information below.

[Forgot Password?](#) [Forgot Username?](#)

Username

Email Address

If you are experiencing sign in issues or have questions or comments about PowerSchool, please contact your school directly. For security reasons, Pearson employees are unable to assist with sign in, password, or other accessibility issues related to this school's PowerSchool systems. Thank you in advance for your understanding.