PowerSchool User
Guide
for Parents

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Understanding PowerSchool Parent Portal with Single Sign-On

The Power of the application comes from understanding what it can do and how it can help you participate in your child's education.

Introduction

Powerschools Parent Portal is a tool integrated into the PowerSchool Student Information System (SIS) specifically developed for parents and students. In previous versions of the application there was a separate login and password for each student requiring a parent to login in multiple times if they had more than one student attending Milan Area Schools. This year we are introducing the new Parent Single Sign-On feature of the application.   Parent Single Sign-On offers a number of benefits, including:

- access to multiple students with one login
- a personalized account for each parent and guardian
- the ability for parents/guardians to retrieve their own login information

Let's Get Started

To get started, you must create your PowerSchool account and attach students.

Creating Your PowerSchool Parent Portal Account

Before you can log in to PowerSchool Parent Portal, you will need to create your account and associate students to it. You should have received a letter from Milan Area Schools with your students Access ID and Access Password. These values are needed to attach a student to your account. If you do not have this information or have questions, contact Anne Foor at 734-438-5050.

NOTE: *The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.*

PROCESS STEPS	SCREEN SHOTS

Launch a web browser (Internet Explorer, Safari, or FireFox) and go to PowerSchool Parent Portal URL:

- **https://ps.milan.k12.mi.us/public/home.html**
(NO www at the beginning)

If this is your first time to this screen you must click

Create Account

to setup your account and get started.

If you have already created an account enter your user name and password and click Submit

Creating an account requires 2 steps: creating the actual account and linking student to the account.

Create Account
Enter the following:
- First Name
- Last Name
- Unique Email account
- Unique login name
- Password

Link Students
You must know the students access ID and access Password to link them. Enter the following to make the link:
- Students name
- Access ID
- Access Password
- Your relationship

Once all information is entered click on enter

Parent Sign In

Username

Password

Having trouble signing in?

Sign In

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more.

Create Account

PowerSchool

Create Parent/Guardian Account

First Name	Barb
Last Name	Johnson
Email	barb123@yahoo.com
Desired User Name	bjohnson
Password	•••••••••• Strong
Re-enter Password	••••••••••

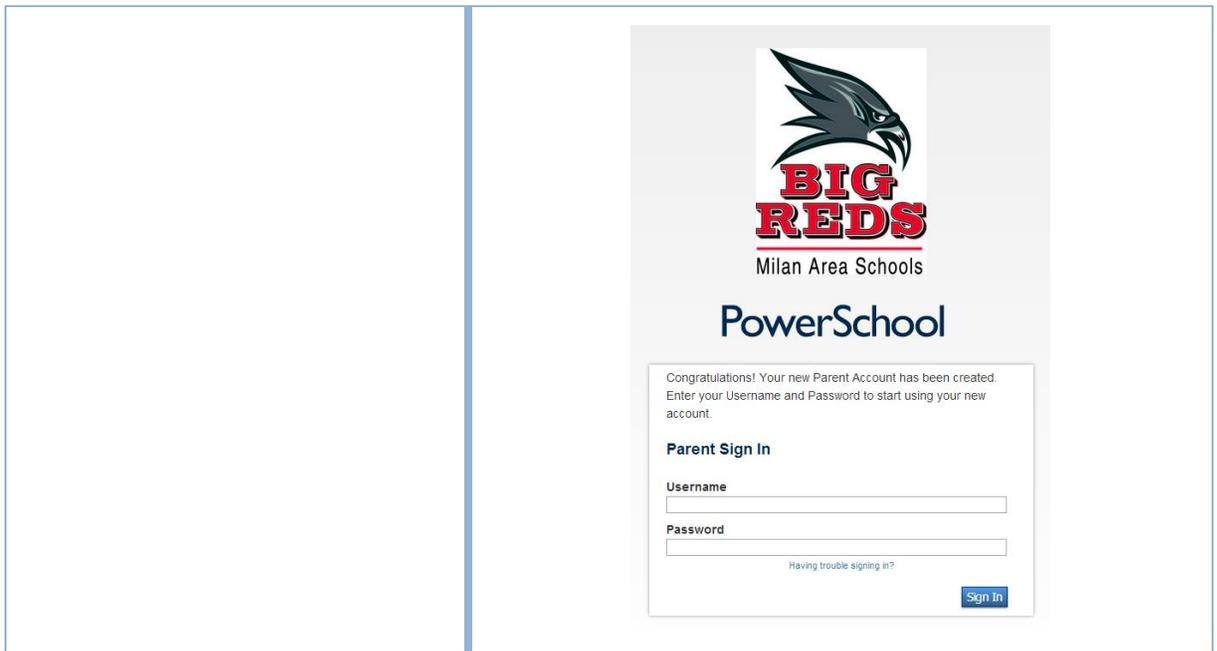**Link Students to Account**

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

	Student Name	Access ID	Access Password	Relationship
1.	Sue Johnson	sjohn	•••••	Mother, natural/adoptive
2.				-- Choose
3.				-- Choose
4.				-- Choose
5.				-- Choose
6.				-- Choose
7.				-- Choose

enter

Main Menu

The main menu consists of several icons within the navigation bar and includes links to the following features

Field	Description
Grades and Attendance	Click to view student grades and attendance for the current term.
Grades History	Click to view student grades for the previous term.
Attendance History	Click to view attendance history for the current term.
Email Notification	Click to set the e-mail notifications you wish to 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.
Balance	Click to view the current lunch balance and fee transactions.
My Calendars	Click to subscribe to specific homework and event calendars.
School Information	Click to view information about the schools.
Account Preferences	Click to manage your PowerSchool Parent Portal account preferences.
SchoolMessenger	Click to launch SchoolMessenger.