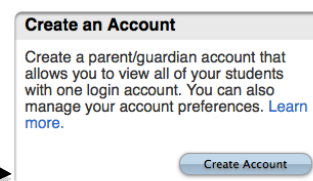


## Parent Portal Access Changes

PowerSchool has introduced a new single sign-on for parents and guardians. This means that parents/guardians can have one login to access grades and attendance for all of their students in one place. Also, parents and guardians will no longer have to share logins as each parent or guardian can set up his or her own unique login and password.

You will need to create your own new Parent/Guardian account. In order to create the account, you must have the Access ID and Password for at least one student enrolled in school. Letters have been sent home with students containing this information. Each Middle and High School student would have received a copy of this letter. You will need the Access ID and password from each student's letter to associate these students to your parent/guardian account.

1. Click the PowerSchool logo at the top right of the Mancelona Public Schools website ([www.mancelonaschools.org](http://www.mancelonaschools.org))
2. Click on the larger PowerSchool icon on this page
3. Choose Create Account
4. Fill in your information including new password, which must be at least 6 digits.

A screenshot of a form titled "Create Parent/Guardian Account". The form has several input fields: "First Name", "Last Name", "Email", "Desired User Name", "Password", and "Re-enter Password". Each field has a corresponding text input box.

5. Enter the access id & password from the letter from the school to link your student(s) to your new login

A screenshot of a form titled "Link Students to Account". The form has a header that says "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account". Below this is a table with four columns: "Student Name", "Access ID", "Access Password", and "Relationship". The first row is numbered "1." and has input boxes for the first three columns and a dropdown menu for the "Relationship" column with "-- Choose" selected.

Once you have set up this new login, you can now manage your account by clicking the Account Preferences button. If you have more than one student, you will see buttons to switch between your students' information.

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### Notes:

The old username and passwords will not work to login. You must create a new Parent/Guardian account. Student usernames and passwords will not change.

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For more help, you can view the PowerSchool Parent Portal userguide from the School's website.

If you do have further questions or problems – please call or email your school secretary.