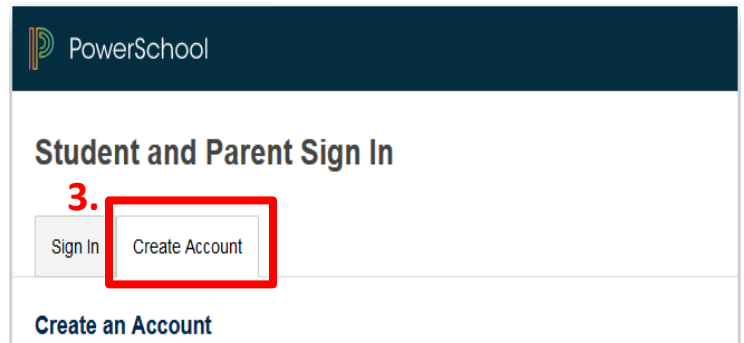
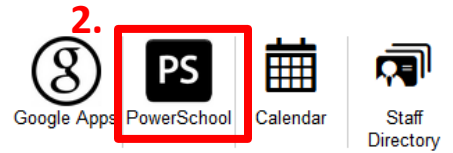


WELCOME TO POWERSCHOOL PARENT ACCESS

ACCOUNT SET UP INSTRUCTIONS

Welcome to our PowerSchool Parent Access system. This system will allow you access to your student's grades and attendance. The steps to set up your account are listed below.

1. **Contact your student's school for your Access ID and Access Password**
2. Go to the district home page at www.grantspass.k12.or.us
3. Click on the PowerSchool icon on the top right
4. Click on the Create Account tab
5. Click on the Create Account button
6. Fill in your name, email, desired username, and desired password.
7. Fill in the student first and last name, Access ID, Access Password and their relationship to you (son, daughter, grandson, granddaughter, etc.). If you have multiple students, enter their information under the other students (2-7). Once all student information is entered, click the enter button at the bottom of the page.

A screenshot of the PowerSchool 'Create Parent Account' form. The form has a dark blue header with the PowerSchool logo. Below the header, the text 'Create Parent Account' is displayed. The form contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. A red bracket groups these fields with a red number '5.' to the right. Below the input fields, there is a note: 'Password must: •Be at least 6 characters long'. Below the note, the text 'Link Students to Account' is displayed. Underneath, there is a section for linking students, with a red bracket and a red number '6.' to the right. This section includes a heading 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account' and a table with four rows: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' row has a dropdown menu with '-- Choose' selected. A red number '4.' is placed above a 'Create Account' button on the right side of the form.

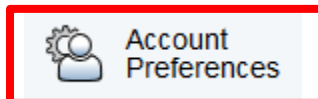
8. Add an app to your phone to make your access mobile. Once you download the app you will be asked for a 4 digit district code. Please enter the following:

District Code
GHXL

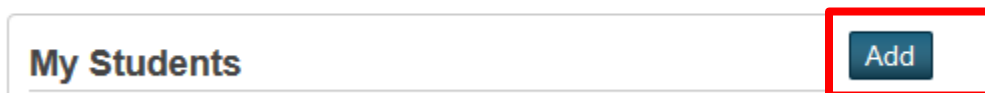


HOW TO ADD A STUDENT TO YOUR EXISTING PARENT ACCESS ACCOUNT

1. Contact your student's school for your Access ID and Access Password
2. Go to the district home page at www.grantspass.k12.or.us
3. Log in to your account
4. Click on the Account Preferences on the left hand navigation bar.



5. Click on the "Students" tab and then click on the Add button.



To add a student to your Parent account, click the ADD button.

6. Fill in the student first and last name, Access ID, Access Password and their relationship to you (son, daughter, grandson, granddaughter, etc.). and then click submit.

Student Name	Access ID	Access Password	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose

?

Cancel Submit

7. The student should show up on your account very soon. If you get an error message when you click Submit, please call the student's school to report the problem. To correct the problem on our end, we will need to know your name and the student's name as well as your phone number or email address.