

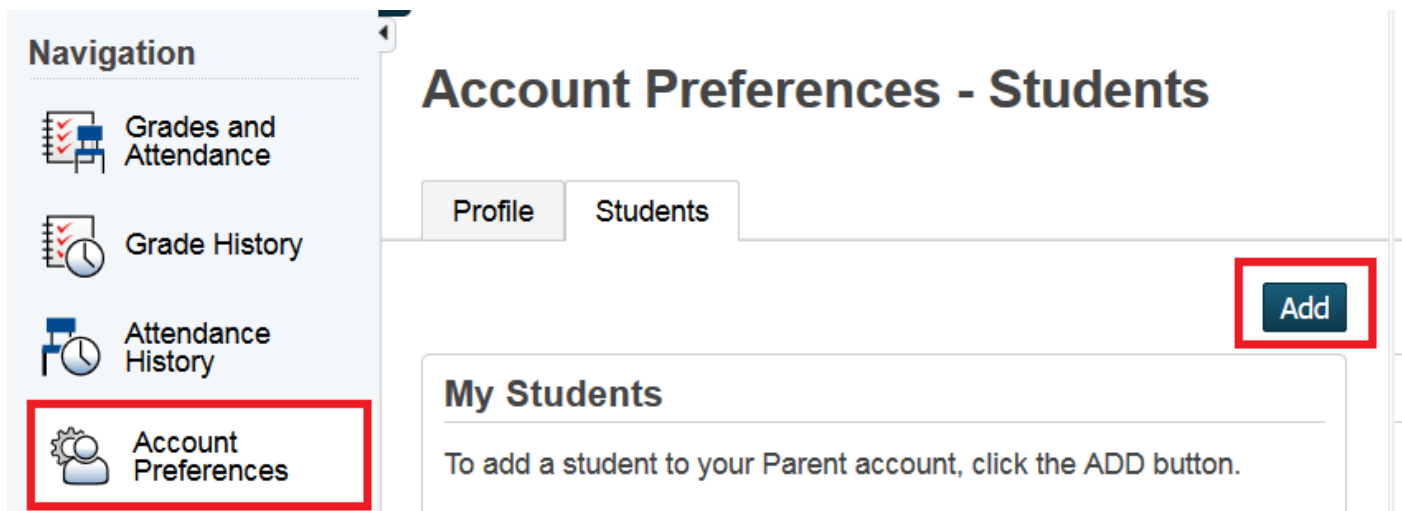
# **PowerSchool Parent Portal Student Addition:**

PowerSchool Single Sign-On allows Parents of multiple students to combine them into one Parent Account.

**Please Note:** All District Parents with a multi-child family and the desire to access PowerSchool Information will need to perform the steps below on the PowerSchool Parent Portal.

Upon Accessing the PowerSchool website either via the District website or directly at <http://powerschool.colonialsd.org/public>, **you will need to create a Parent Account to add your students.**

After logging on to PowerSchool Parent Portal Sign-On page select **“Account Preferences”** in Navigation bar on the lower left.



The **“Account Preferences”** screen appears; select the **“Add”** button on the right.

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

Enter your student’s name (First and Last) then the **Access Id** and **Access Password** associated with your student. After entering the Access Id and Access Password, choose the relationship of the student to the Parent, (Son, Daughter etc.). Continue on for additional family members. When complete, select the **“Submit”** button on the lower right.

After successfully completing the account set-up and logon, student first names will appear on the upper left of the PowerSchool Parent Portal Home Screen. Single left click the student name to view the district information available.

If you are current PowerSchool Parent Portal user, the Access Id and Access Password you receive on the Transportation Letter will be utilized for linking students to your account.