

# PowerSchool Parent Portal User Guide

## PARENT PORTAL USER GUIDE

### Access to the PowerSchool Parent Portal

The PowerSchool Parent Portal is accessible from any device with Internet access (i.e. computer, tablet, smartphone). The Oxford City Schools' PowerSchool Parent Portal can be accessed by typing the following URL in your web browser address bar: <http://oxfordcs.powerschool.com/public>.

Additionally, you can access the PowerSchool Parent Portal via the free mobile app available on both iOS (iPhone or iPad) or Android devices. On iOS devices, the PowerSchool app can be downloaded via the App Store and on Android devices, the PowerSchool app can be downloaded via the Google Play Store.



In order to access the Oxford City Schools site via the mobile app, you will need to enter the Oxford district code as follows:

A screenshot of the PowerSchool mobile app login screen. At the top, there is a blue header with the PowerSchool logo and the text "PowerSchool". Below the header, the text reads "To sign in, we need to know your district." Underneath, there is a label "DISTRICT CODE" followed by a row of four white boxes containing the letters "S", "K", "J", and "M". Below the boxes is the text "Where's My District Code?". At the bottom of the screen is a blue button labeled "Continue".

### Creating a PowerSchool Parent Portal Account

To access the PowerSchool Parent Portal, you will need to create 1 (one) account to access the information for all children you currently have enrolled in Oxford City Schools. Prior to creating your account, you are required to:

- Have an e-mail address
- Obtain an access ID and Password for each child you have enrolled in Oxford City Schools

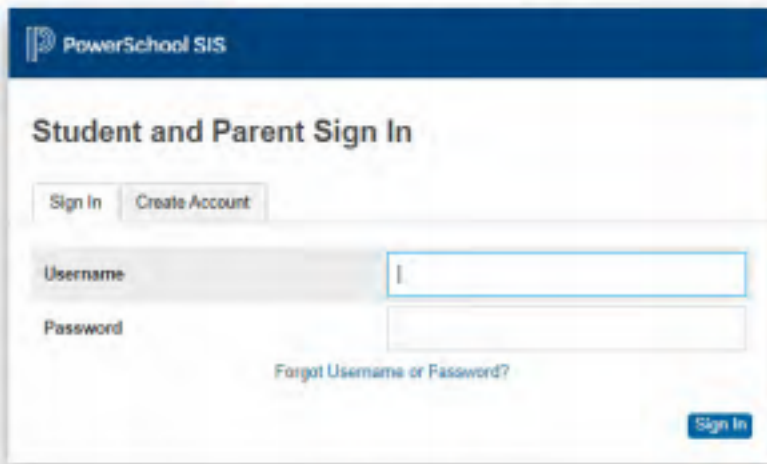
Your child(ren)'s school's administration can assist you with any of the above-referenced items.

### **\*IMPORTANT NOTE\***

**To successfully register/create your Parent Portal account, the registration should be completed on a PC or laptop. Unfortunately, the registration cannot be completed on a mobile or tablet device.**

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### Step 1: Access the OCS Parent Portal webpage



The screenshot shows the PowerSchool SIS login page. At the top left is the PowerSchool SIS logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". Below the tabs are two input fields: "Username" and "Password". Below the password field is a link that says "Forgot Username or Password?". At the bottom right is a blue "Sign In" button.

Step 1: Access the Opelika City Schools PowerSchool Parent Portal at [opelikacs.powerschool.com](http://opelikacs.powerschool.com). You will see the screen to the left.

### Step 2: Click on the Create Account tab



This screenshot is identical to the one in Step 1, but with annotations. A red circle highlights the "Create Account" tab, and a red arrow points from a text box on the right to this tab. Another red circle highlights the "Create Account" button at the bottom right of the page, with a red arrow pointing from the same text box to it.

Step 2: Select the Create Account tab on the sign-in page and click on Create Account.

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Step 3: Enter the information below to create a Parent/Guardian account:

**PowerSchool SIS**

### Create Parent Account

**Parent Account Details**

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must: \*Be at least 8 characters long

1. Type in First Name
2. Type in Last Name
3. Type in Email Address
4. Type in Desired Username
5. Type in desired password and re-enter password

Step 4: Enter the information below to link students to a Parent/Guardian account:

### Link Students to Account

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

|   |                                   |                                |  |  |
|---|-----------------------------------|--------------------------------|--|--|
| 1 | Student Name <input type="text"/> | Access ID <input type="text"/> | Access Password <input type="password"/> | Relationship <input type="text" value="-- Choose --"/> |
| 2 | Student Name <input type="text"/> | Access ID <input type="text"/> |  |  |

1. Enter Student First and Last Name
2. Enter Parent Access ID from Letter for Student
3. Enter Access ID Password from Letter for Student
4. Select your respective relationship to the student from the drop-down

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You can repeat Step 4 to link up to seven (7) students to a Parent/Guardian account with the required fields of information for each student.

**Step 5: Click Enter at the bottom of the page to complete setting up your account:**

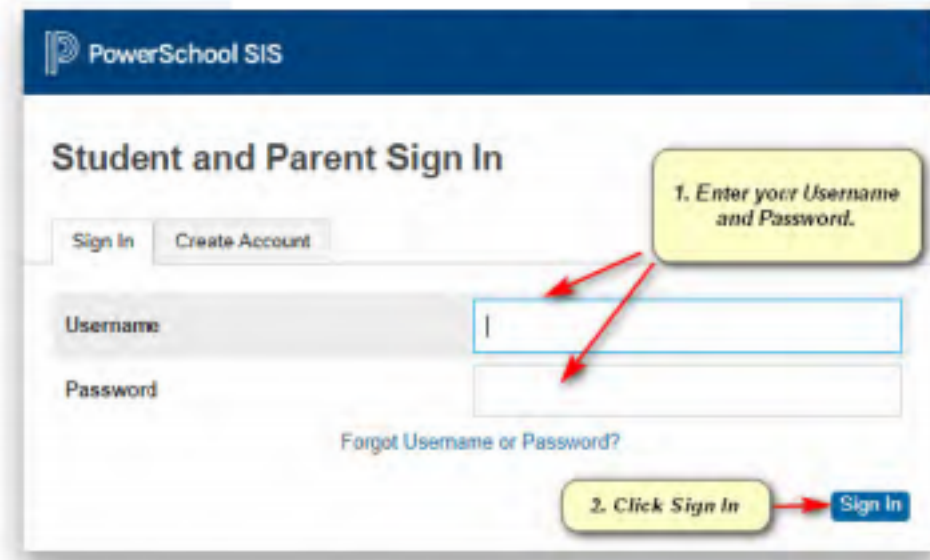


It is important that you keep your Username and Password confidential so only **you** can access the information.

### Logging Into the PowerSchool Parent Portal

To log in to the Oxford PowerSchool Parent Portal, enter the URL below into your web browser address bar:

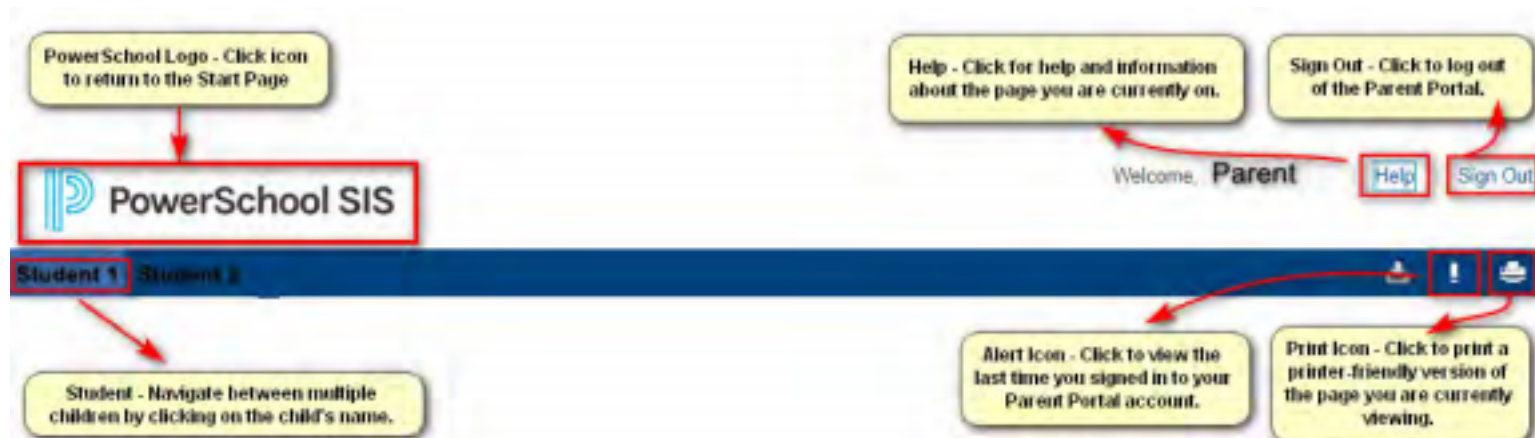
<https://oxfordcs.powerschool.com/public>

A screenshot of the PowerSchool SIS "Student and Parent Sign In" page. The page has a blue header with the PowerSchool SIS logo. Below the header, there are two tabs: "Sign In" (selected) and "Create Account". The main form area contains a "Username" field with a vertical cursor, a "Password" field, and a "Forgot Username or Password?" link. At the bottom right, there is a "Sign In" button. Two yellow callout boxes with red arrows provide instructions: "1. Enter your Username and Password." points to the input fields, and "2. Click Sign In" points to the "Sign In" button.

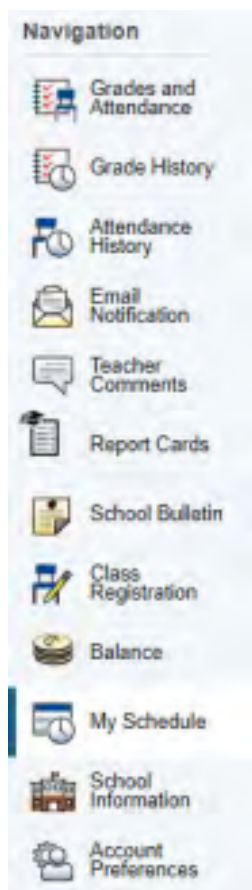
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### Navigating the Parent Portal

The following Navigation Bar appears at the top of every page in the PowerSchool Parent Portal:



Once you have logged into the Parent Portal, you will now have real-time access to the following items for your child(ren) located in the Navigation Menu panel on the left-hand side of the page:



- Grades and Attendance (Current)
- Grade History
- Attendance History
- Email Notification (Set-up)
- Teacher Comments
- Report Cards
  - School Bulletin for Important Messages
- Student Schedule
- School Information
- Account Preferences

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The PowerSchool Parent Portal automatically opens to the Grades and Attendance page. It is the default quick lookup page, which displays student's classes, attendance, teachers, and grades, which are pulled from each respective teacher's grade book.

### Grades and Attendance: Student 1

The screenshot shows the 'Grades and Attendance' page for a student. The page has two tabs: 'Grades and Attendance' (selected) and 'Standards Grades'. The main content is a table titled 'Attendance By Class'. The table has columns for 'Exp' (Expression), 'Last Week' (M, T, W, H, F), 'This Week' (M, T, W, H, F), 'Course', 'Teacher Name', 'Rm.', and 'Absences/Tardies'. The course is 'HR Attendance - 1st Grade' and the teacher is 'Teacher Name'. The room is 'Rm. 3'. The attendance codes for the last two weeks are shown as '[i]' in the 'M1' column. The total number of absences is 10 and the total number of tardies is 0.

1. **Attendance:** Provides a snapshot of the last two weeks of the student's attendance.

A legend is located at the bottom of the quick lookup screen with more information regarding attendance codes.

2. **Course Grades (by term):** When grades become available for each specified term, you are able to click on the class grade to see class assignments (if posted by the course teacher) for the current academic year.

#### Class Score Detail: Student Name

The screenshot shows the 'Class Score Detail' page for a student. The page has two tabs: 'Grades and Attendance' (selected) and 'Standards Grades'. The main content is a table with columns for 'Course', 'Teacher', 'Expression', and 'Final Grade'. The course is 'HR Attendance - 1st Grade', the teacher is 'Teacher Name', the expression is 'EA(A-E)', and the final grade is '- \_%'. Below the table, there is a section for 'Teacher Comments:' and 'Section Description:'. At the bottom, there is a section for 'Assignments' with a table of columns: 'Due Date', 'Category', 'Assignment', 'Flags', 'Score', '%', 'Grade'. The message 'No Assignments found.' is displayed.








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3. **Absences/Tardies Total:** To view the list of attendance dates for absences and tardies, click on the number for either column. You will be directed to the Dates of Attendance page.

**Dates of Attendance:**

| Dates of all absences for HR Attendance - 1st Grade Exp. EA(A-E) |        | for M1: |
|--|--------|---------|
| 1.   | - ILA  |         |
| 2.   | - ILA  |         |
| 3.   | - ILA  |         |
| 4.   | - ILA  |         |
| 5.   | - ILA  |         |
| 6.   | - ILA  |         |
| 7.   | - ILA  |         |
| 8.   | - ILA  |         |
| 9.   | - II A |         |
| 10.  | - ILA  |         |

| Navigation Icon   | Description   |
|---|---|
|  <span>Grade History</span>       | The <b>Grades History</b> page displays term grades for the selected student.   |
|  <span>Attendance History</span> | The <b>Attendance History</b> page displays information about a student’s attendance record for the current term.   |
|  <span>Email Notification</span> | The <b>Email Notifications</b> page provides you will the ability to manage your parent account email preferences, including what information you would like to receive, how often you would like to receive the information, and any additional email addresses that you would like the information sent to. Email preferences may be applied to a single student or all students associated with your parent account. |
|  <span>Teacher Comments</span>   | The <b>Teacher Comments</b> page displays any comment that a teacher has entered regarding a student, such as a student’s achievement or behavior.  |
|  <span>Report Cards</span>       | The <b>Report Cards</b> page displays report cards for the selected student.  |



|  |   |
|--|---|
|  <b>School Bulletin</b>       | <p>The <b>School Bulletin</b> page serves as your child(ren)'s school's message board whereby the school(s) can post a variety of information for you to view.</p>  |
|  <b>Class Registration</b>    | <p>On the <b>Class Registration</b> page, students and their parents can manage their course requests for the next school year.</p>   |
|  <b>Balance</b>               | <p>The <b>Balance</b> page displays a student's lunch balance or fee transaction information for the current term.</p>  |
|  <b>My Schedule</b>           | <p>The <b>My Schedule</b> page will display the selected student's schedule, which can be viewed in two ways: a Week View schedule and a Matrix View schedule.</p>  |
|  <b>School Information</b>    | <p>The <b>School Information</b> page displays the physical address and contact information for the selected student's school.</p>  |
|  <b>Account Preferences</b> | <p>The <b>Account Preferences</b> page provides you will the ability to manage your parent account information, including your name, user name, password, and email address. In addition, you can add any and all students for whom you have legal and parental rights to your account in order to view their information by way of your account.</p> |