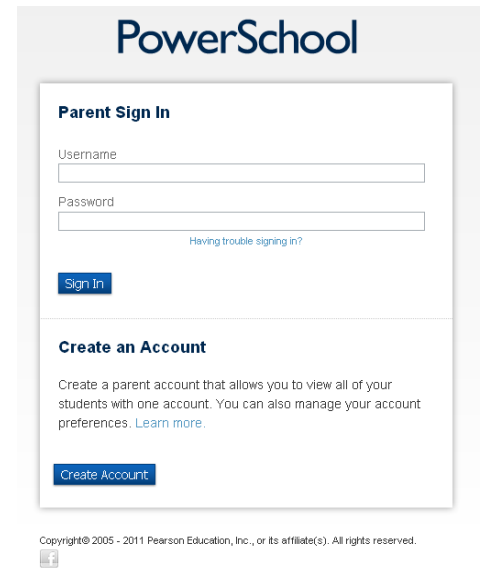


Oyster River Cooperative School District Parent Portal Users Guide 2013-2014

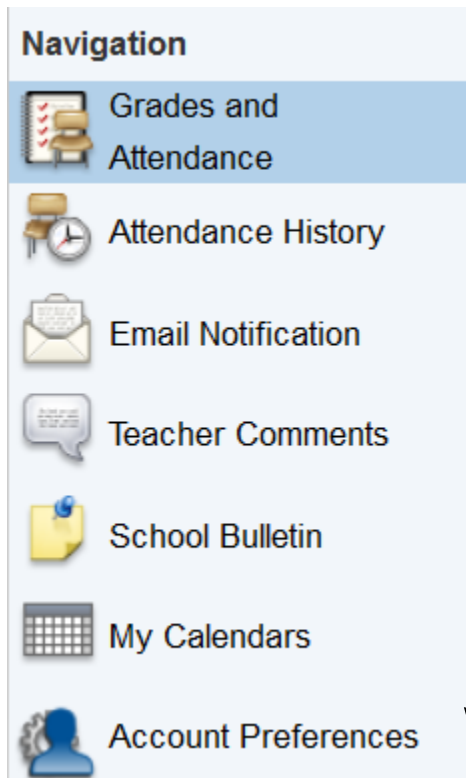
Parent Instructions on how to change your Password

You will need to go to
<https://powerschool.orcsd.org/public/home.html>

1. Log in using your user name and password
2. Click on Account Preferences



The screenshot shows the PowerSchool login interface. At the top, it says "PowerSchool". Below that is a "Parent Sign In" section with fields for "Username" and "Password", a "Sign In" button, and a link for "Having trouble signing in?". Below that is a "Create an Account" section with a "Create Account" button and a paragraph of text explaining the account creation process. At the bottom, there is a copyright notice: "Copyright © 2005 - 2011 Pearson Education, Inc., or its affiliate(s). All rights reserved."



The screenshot shows a vertical navigation menu with the following items: "Grades and Attendance" (highlighted in blue), "Attendance History", "Email Notification", "Teacher Comments", "School Bulletin", "My Calendars", and "Account Preferences". Each item has a small icon to its left.

Click on the pencil under Current Password.

Username:

suej 

Current Password:



Fill in the boxes and hit save.

Enter your current password and the new password you would like

New password must:

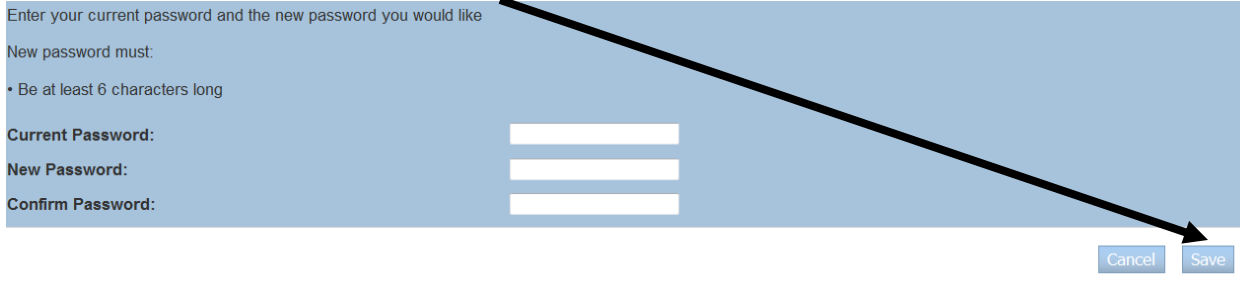
- Be at least 6 characters long

Current Password:

New Password:

Confirm Password:

[Cancel](#) [Save](#)



You have now re-set your password.

What if you forget your login information?

On the login page, click on Having Trouble Logging In?

If you forgot your Password:

- Fill in your User Name & E-Mail Address
- Hit Enter

The system will send you a Security Token with instructions on how to re-set your Password to the E-Mail address listed.

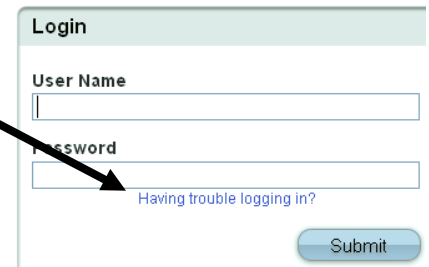
Login

User Name

Password

[Having trouble logging in?](#)

[Submit](#)



It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to re-set the Password in that allotted time, you will need to repeat the process.

If you forgot your User Name:

- Click on the Forgot User Name tab
- Enter your E-Mail Address
- Hit Enter

The system will send you an E-Mail listing your User Name.

Recover Account Login Information

To recover your account login information, provide the information below.

[Forgot Password?](#) [Forgot User Name?](#)

User Name

Email Address

[Enter](#)

