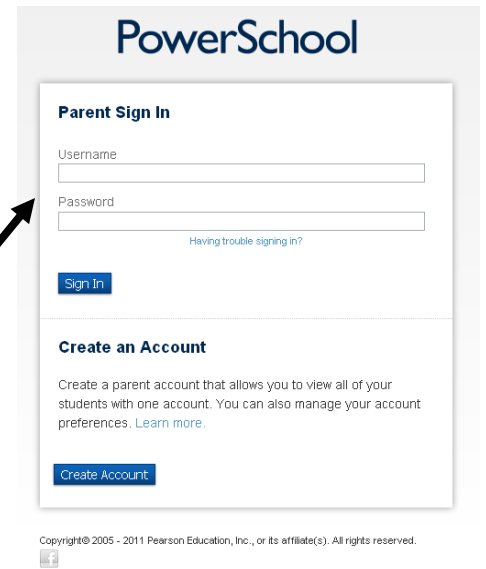


Oyster River Cooperative School District Parent Portal Users Guide 2013-2014

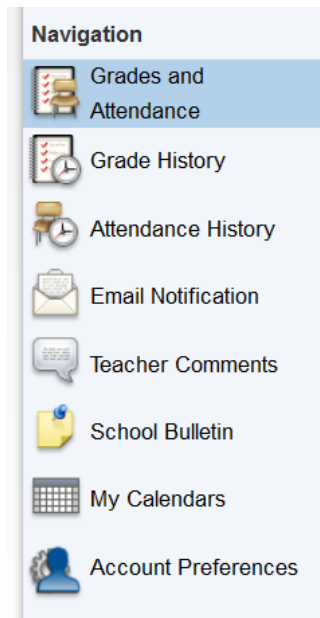
Parent Instructions to add a student:

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

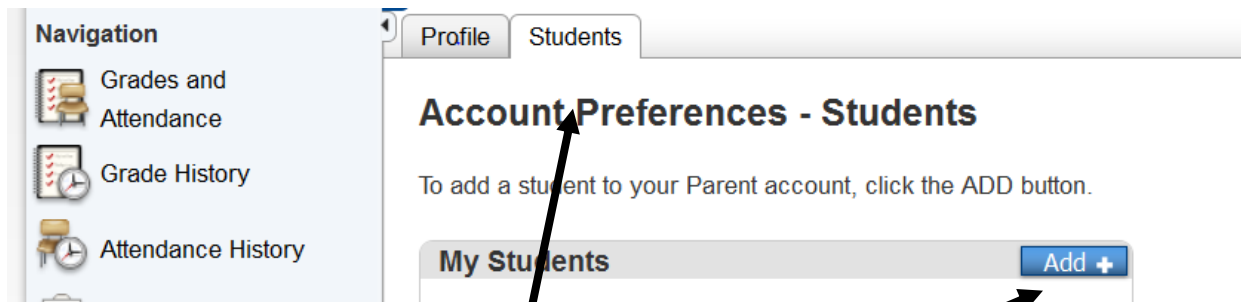
1. Log in using your user name and password
2. Click on Account Preferences



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 the sign-in section is a "Create an Account" section with a "Create Account" button. At the bottom, there is a copyright notice: "Copyright © 2005 - 2011 Pearson Education, Inc., or its affiliate(s). All rights reserved."



3. The screen below will appear



4. Click on the Students Tab.
5. Click on the Add button.

You will see this box.

6. Enter the student Name, Access ID, and Password that you received in a letter from the office.

7. Choose your relationship and click Submit.

You will now see your child's name listed at the top and you can select their name.

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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.

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.