

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

Parent Instructions for first time users:

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

1. Click the Create Account button

2. The screen below will appear

The screenshot shows the PowerSchool website interface. At the top, it says "PowerSchool". Below that, there are two main sections: "Parent Sign In" and "Create an Account". The "Parent Sign In" section has fields for "Username" and "Password", a "Sign In" button, and a link for "Having trouble signing in?". The "Create an Account" section has a "Create Account" button and a paragraph of text explaining that creating an account allows parents to view all their students and manage preferences, with a "Learn more" link. At the bottom, there is a copyright notice: "Copyright © 2005 - 2011 Pearson Education, Inc., or its affiliate(s). All rights reserved."

The screenshot shows the "Create Parent Account" form. It has several input fields: "First Name" (Sandra), "Last Name" (Sample), "Email" (SandySample@gmail.com), "Desired Username" (sandysample), "Password" (masked with dots), and "Re-enter Password" (masked with dots). There is a password strength indicator showing a green bar and the word "Strong". Below the form, there is a "Link Students to Account" section with a table for adding students. The table has columns for "Student Name", "Access ID", "Access Password", and "Relationship". The first row is filled with "Suzy", "25927", "*****", and "Mother". There are "Enter" buttons at the bottom left and bottom right of the form.

Enter an E-Mail address
Note: The email address **MUST** be unique. If Parent/Guardians share the same e-mail address, you can only set up one parent access account.

- User Name (No apostrophes) and **lower case ONLY**.
- Password (No apostrophe and it must be at least six characters), **lower case ONLY**.

Setup access for ALL of your students.

- Enter the Name of each Student you wish to add to your account.

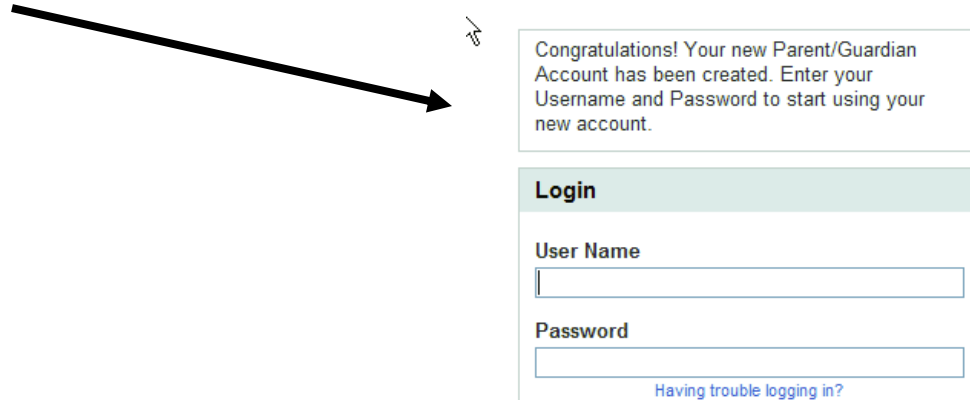
Enter the Access ID and Access Password you were given on your letter from your child's school.

Select the relationship to the student.

NOTE: Should you enter something incorrectly when you submit, the Edit checks will catch most errors. However, the Edit check can also blank out many of the fields you have just entered. You may have to re-enter the information in its entirety before the record is created.

3. Click Enter when you have completed this link to all of your students.

4. When you are successful, you will receive this message:



A screenshot of a web interface. At the top, a message box says: "Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account." Below this is a "Login" section with two input fields: "User Name" and "Password". A link "Having trouble logging in?" is located below the password field. A black arrow points from the text above to the message box.

****If Parent/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at a time.****

After successfully logging in, you will see a series of tabs under the PowerSchool logo listing the name your student(s).

- Select the appropriate name to change the page to that student's information.



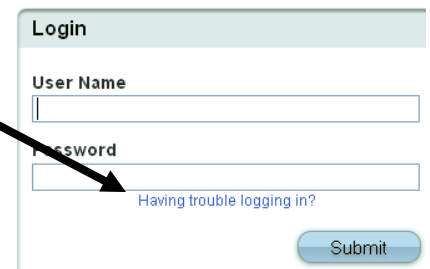
What if you forget your login information?

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.



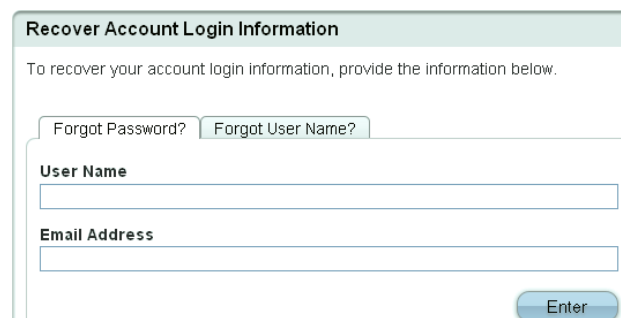
A screenshot of the login form. It has fields for "User Name" and "Password", a "Submit" button, and a link "Having trouble logging in?". A black arrow points from the text above to the "Having trouble logging in?" link.

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.



A screenshot of the "Recover Account Login Information" form. It has two tabs: "Forgot Password?" and "Forgot User Name?". Below the tabs are input fields for "User Name" and "Email Address", and an "Enter" button.