

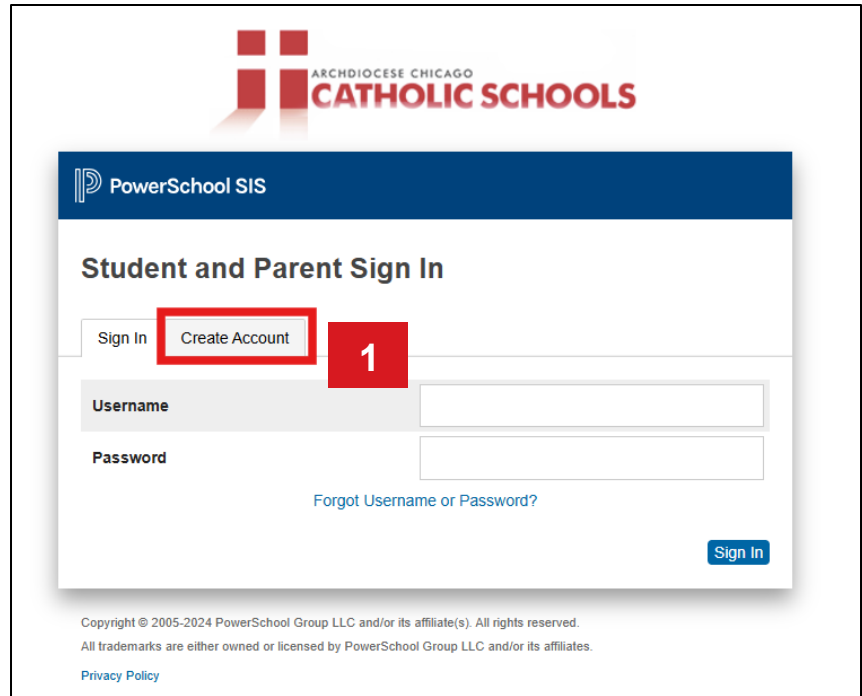


Parent Access to PowerSchool

- Creating a new parent account
- Adding a new student to an existing parent account
- Resetting your password

Creating a new parent account

- Before creating a new parent account, you will need to obtain the Access ID and Access Password for your student(s) from your student's school. Each student will have a different Access ID and Access Password.
- To create a new parent account, go to <https://archchicago.powerschool.com/public>.
- Click on the **Create Account** tab (1).



ARCHDIOCESE CHICAGO
CATHOLIC SCHOOLS

PowerSchool SIS

Student and Parent Sign In

Sign In **Create Account** 1

Username

Password

[Forgot Username or Password?](#)

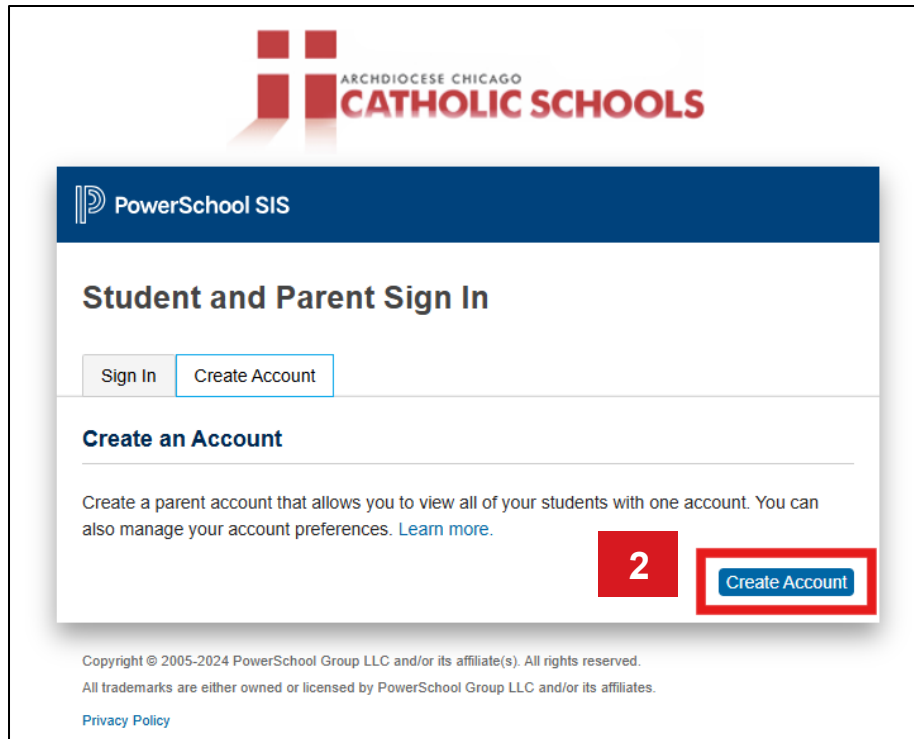
[Sign In](#)

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Creating a new parent account

- Click the **Create Account** button (2).

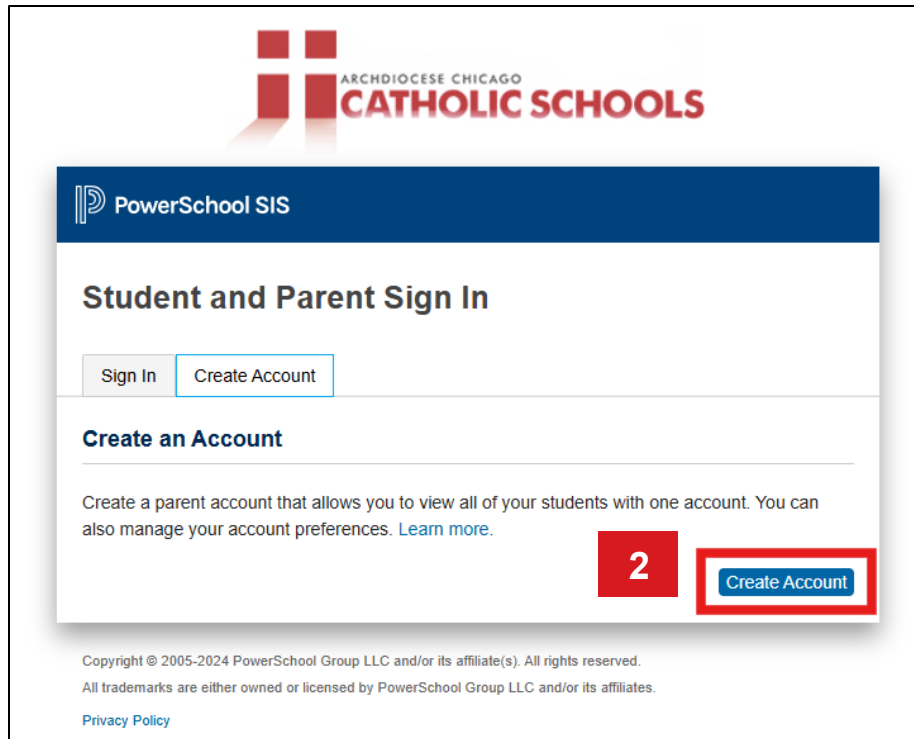


The screenshot displays the PowerSchool SIS login interface. At the top, the Archdiocese of Chicago Catholic Schools logo is visible. Below it, a blue header bar contains the PowerSchool SIS logo. The main heading is 'Student and Parent Sign In'. Under this heading, there are two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is highlighted with a red box, and a red square with the number '2' is placed next to it, indicating the step to click. Below the buttons, there is a section titled 'Create an Account' with a description: 'Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)'. At the bottom of the page, there is a copyright notice: 'Copyright © 2005-2024 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.' and a link to the 'Privacy Policy'.



Creating a new parent account

- Click the **Create Account** button (2).

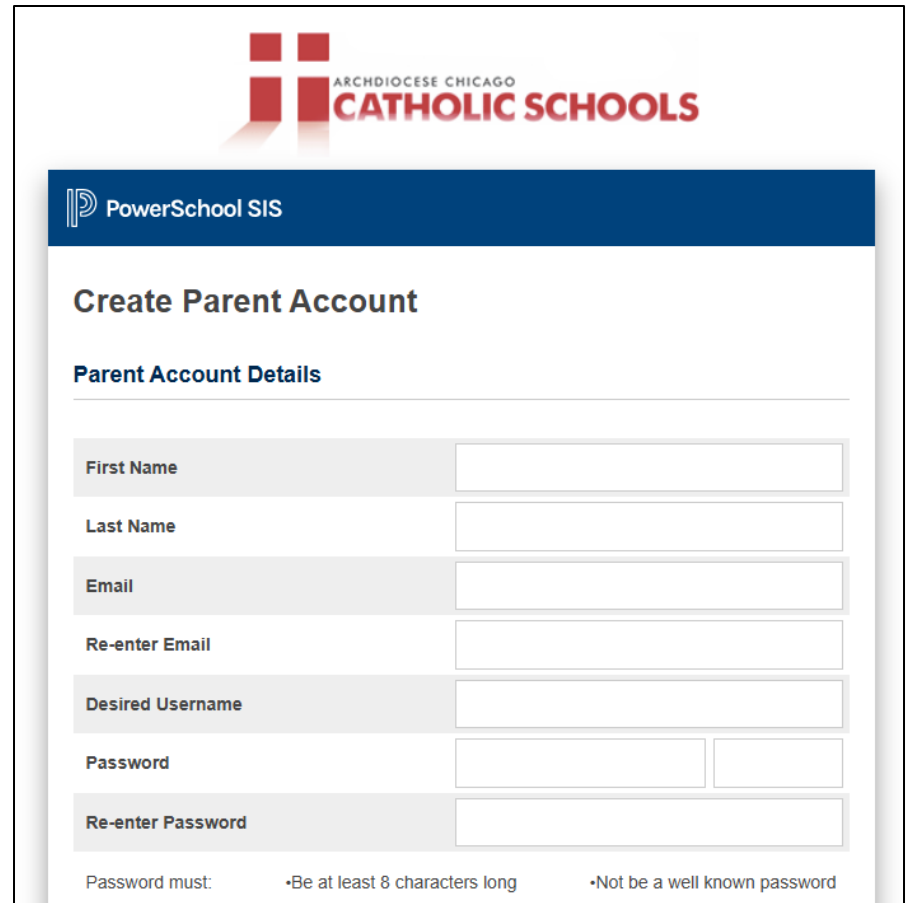


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Creating a new parent account

- Enter your parent account details.
- **Email:** This is the email address where account notification emails, password reset requests, and student grade updates will be sent.
- **Desired Username:** This is the username you will use to sign in to PowerSchool.
- **Password:** This is the password you will use to sign in to PowerSchool.



The screenshot shows the 'Create Parent Account' form on the PowerSchool SIS website. At the top, there is a logo for the Archdiocese of Chicago Catholic Schools. Below the logo is a blue header bar with the 'PowerSchool SIS' logo. The main heading is 'Create Parent Account'. Underneath, there is a section titled 'Parent Account Details' with a horizontal line. The form contains several input fields: 'First Name', 'Last Name', 'Email', 'Re-enter Email', 'Desired Username', 'Password' (with a strength indicator), and 'Re-enter Password'. At the bottom, there are three password requirements: 'Password must:', '•Be at least 8 characters long', and '•Not be a well known password'.

ARCHDIOCESE CHICAGO
CATHOLIC SCHOOLS

PowerSchool SIS

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Re-enter Email

Desired Username

Password

Re-enter Password

Password must: •Be at least 8 characters long •Not be a well known password



Creating a new parent account

- Link your student(s) to your parent account.
- For each of your students, enter their name (first name followed by last name) and their Access ID and Access Password.
- You can obtain the Access ID and Access Password for your student(s) from their school.
- Keep in mind, each student will have a different Access ID and Access Password.
- You can enter up to 7 different students when creating your parent account.

Link Students to Account

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

1

Student Name

Access ID

Access Password

2

Student Name

Access ID

Access Password



Creating a new parent account

- Click the Enter button when you have entered all the data.
- You will receive a confirmation message if your new parent account is successfully created.
- You will receive an email to verify your new parent account at the email address you entered when creating the parent account.

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Student Name

Access ID

Access Password

Enter

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ARCHDIOCESE CHICAGO CATHOLIC SCHOOLS

PowerSchool SIS

Student and Parent Sign In

Sign In Create Account

✓ Congratulations! Your new PowerSchool account has been created. Check your email for a link to verify your account.

Username

Password

[Forgot Username or Password?](#)

Sign In

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Creating a new parent account

- Click the verification link in the email.

From: **Archdiocese of Chicago Schools** <no-reply@rackspace.powerschool.com>
Date: Thu, Feb 20, 2025 at 9:17 AM
Subject: PowerSchool Account Email Verification
To:



Your PowerSchool account is pending verification.

To verify, click the link to sign in to your PowerSchool account within 24 hours of receiving this message:

<https://archchicago.powerschool.com/public/home.html?tkn=NntMYHNJMV5NSHhzTzU8cUhQeU08WFBsQXJNSH4haGhqbXBhbmVsbGE4MjI4MkBNbWFnYyB20=>

If the link does not work, copy and paste the link into a new browser window.

Note: Replies to this message are not monitored or answered.

Sent on behalf of powerschool@sbtcsupport.org



Creating a new parent account

- You will receive confirmation that your new Parent account has been verified.
- You can now log in to PowerSchool by using the username and password you entered when creating your new parent account and clicking the **Sign In** button.
- For future logins, return to <https://archchicago.powerschool.com/public>.

*Note that the Access ID and Access Password for your students that you used to link the students to your account is **NOT** your username and Password used to log in to PowerSchool.*

ARCHDIOCESE CHICAGO
CATHOLIC SCHOOLS

PowerSchool SIS

Student and Parent Sign In

[Sign In](#) [Create Account](#)

✓ Congratulations! Your new PowerSchool account has been verified. Enter your Username and Password to start using your new account.

Username

Password

[Forgot Username or Password?](#)

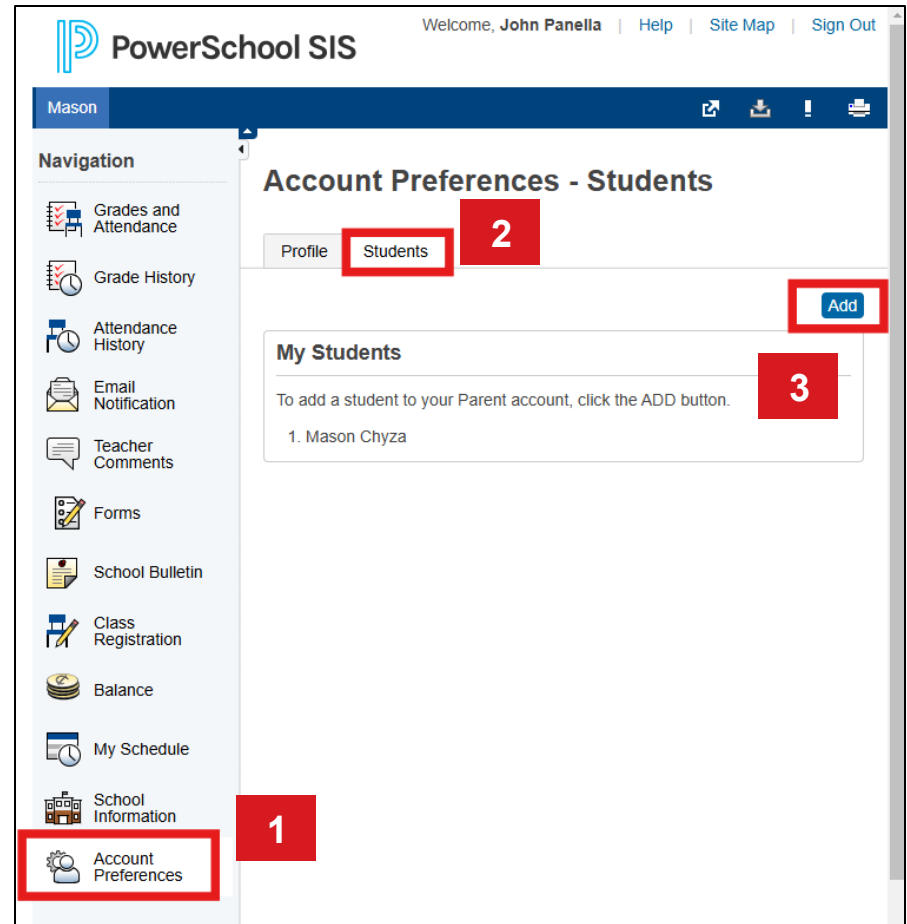
[Sign In](#)

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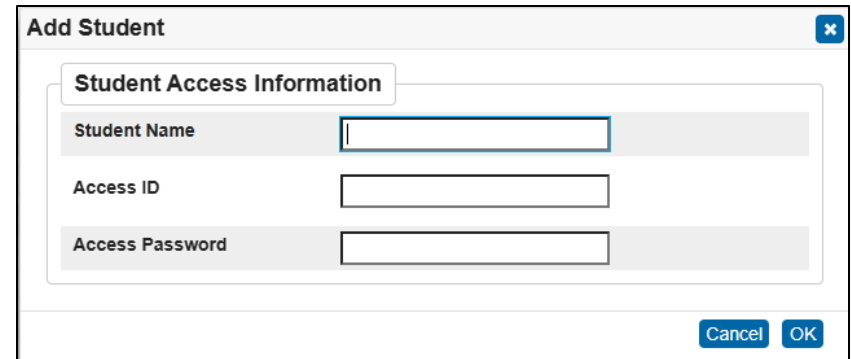
Adding a new student to your account

- To add a new student to your existing parent Account:
 - Log in to PowerSchool
 - Click **Account Preferences** in the menu on the left (1).
 - Click the **Students** tab (2).
 - Click the **Add** button (3).



Adding a new student to your account

- Enter your student's name (first name followed by last name) and their Access ID and Access Password.
- You can obtain the Access ID and Access Password for your student from their school.
- Keep in mind, each student will have a different Access ID and Access Password.
- Click the **OK** button.



The screenshot shows a dialog box titled "Add Student" with a close button (X) in the top right corner. Inside the dialog, there is a section titled "Student Access Information" which contains three input fields: "Student Name", "Access ID", and "Access Password". The "Student Name" field is currently active, indicated by a blue border. At the bottom right of the dialog, there are two buttons: "Cancel" and "OK".



Resetting your password

To recover your username or to reset your password:

- Go to the login page
<https://archchicago.powerschool.com/public>
- Click the **Forgot Username or Password?** link.

ARCHDIOCESE CHICAGO
CATHOLIC SCHOOLS

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Student and Parent Sign In

Sign In Create Account

Username

Password

Forgot Username or Password?

Sign In

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Resetting your password

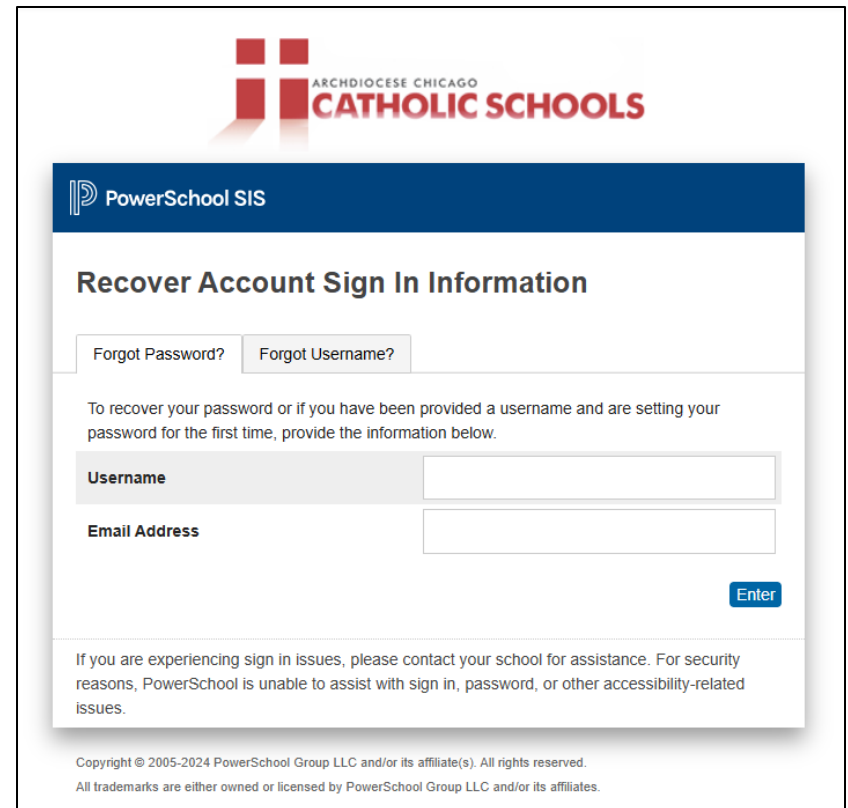
To reset your password:

- Enter your Username and Email Address.
- Click the Enter button.
- An email with a link to reset your password will be sent to the email address entered.

To recover your username:

- Click the Forgot Username? tab.
- Enter your Email Address.
- An email with a link to recover your username will be sent to the email address entered.

Your student's school can provide you the email address you used when you creating the parent account.



The screenshot shows the 'Recover Account Sign In Information' page on the PowerSchool SIS portal. At the top, there is a logo for 'ARCHDIOCESE CHICAGO CATHOLIC SCHOOLS' and a 'PowerSchool SIS' header. Below the header, there are two tabs: 'Forgot Password?' and 'Forgot Username?'. The 'Forgot Username?' tab is selected. The page instructs users to provide information to recover their password or set a new one. There are two input fields: 'Username' and 'Email Address'. An 'Enter' button is located at the bottom right of the form. A disclaimer at the bottom states: 'If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues.' At the very bottom, there is a copyright notice: 'Copyright © 2005-2024 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.'

