



# PowerSchool

## Single Sign-On for PowerSchool Parent Portal

Parents are able to create one single account to access all related student accounts across the district. Previous to the 2013-2014 school year, parents were issued individual PowerSchool usernames and passwords for each of their children. Now parents are able to create one single account to access all related student accounts across the district.

To create your NEW SSO account, you will need at least one student's PARENT Access ID and PARENT Access Password as listed below. NOTE: You *will* need it to create a new account.

1. From your Internet browser, go to the PowerSchool Parent Portal at: <https://ps.romeo.misd.net/public> and click on "Create Account"
2. On the next screen, you will enter your information:
  - First Name and Last Name is the parent or guardian not the student
  - Email will be used for notifications and resetting your password
  - Desired Username must be unique to other users in PowerSchool
  - Password must be at least 6 characters long; recommend the use of at least one number or special character to improve password strength
  - Access ID and Access Password – The school sends home individual Parent IDs and Parent passwords for new students, or one can be mailed to you upon request. We cannot give this information over the phone. ACCESS ID's are CASE SENSITIVE
  - Relationship refers to the student's relationship to user
  - Click Enter when all student information has been added
3. After you enter the required information and click Enter, PowerSchool will then prompt you to re-enter the NEW personal username and password that you just created.

At any time, you can use the "Having trouble signing in?" link to recover your account information. The system will verify the email address entered matches the original email address used to create the account. Forgotten usernames will be emailed directly, but you will be given a link (valid for only 30 minutes) to reset your password.

4. After logging in, you will see the main PowerSchool Parent Portal screen with each student's name listed at the top. Select a name and use the left Navigation menu to select an icon.

Use Account Preferences > Profile and Student tabs to make changes to your account or add additional students to your single sign-on account.

We hope you find this process easy to complete to access PowerSchool as a critical parent communication tool. Please make every effort to troubleshoot this process on your own, as school secretaries are not available to assist parents over the phone. Our technical staff is available on a limited basis for PowerSchool related issues, but cannot provide assistance regarding network, computer or browser issues from your home or work.