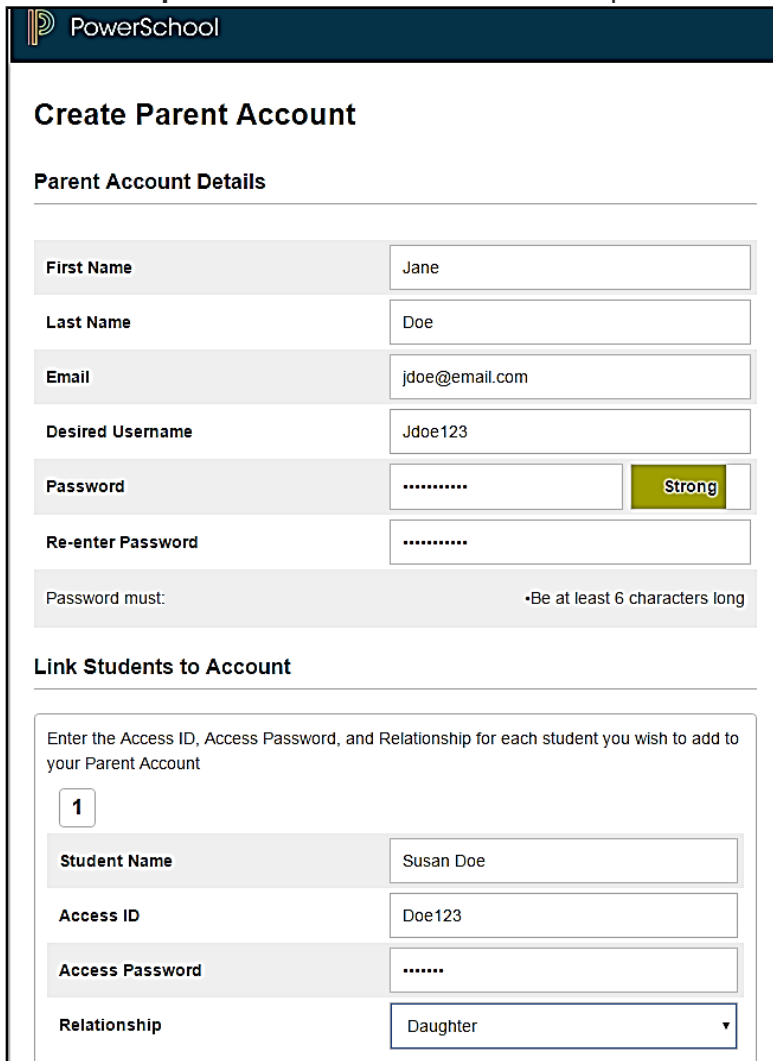


Single Sign-On for PowerSchool Parent Portal

To create your account for the first time, you will need at least one student's PARENT Access ID and PARENT Access Password.

1. From your Internet browser, go to the PowerSchool Parent Portal at <https://ps.romeo.misd.net/public/home.html> and click on the **Create Account** Tab and then the **"Create Account"** button.
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 from 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



PowerSchool

Create Parent Account

Parent Account Details

First Name	Jane
Last Name	Doe
Email	jdoe@email.com
Desired Username	Jdoe123
Password Strong
Re-enter Password

Password must: •Be at least 6 characters long

Link Students to Account

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

1

Student Name	Susan Doe
Access ID	Doe123
Access Password
Relationship	Daughter ▼

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 “Forgot Username or Password?” 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.

The image shows two screenshots of the PowerSchool interface. The left screenshot is titled "Student and Parent Sign In" and features a "Sign In" button, a "Create Account" button, and input fields for "Username" and "Password". A red arrow points to the "Forgot Username or Password?" link below the password field. The right screenshot is titled "Recover Account Sign In Information" and includes tabs for "Forgot Password?" and "Forgot Username?". It contains input fields for "Parent Username" and "Parent Email Address", an "Enter" button, and a disclaimer at the bottom: "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."

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.
5. 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.