

# Single Sign-On for PowerSchool Parent Portal

## (5<sup>th</sup> Grade Parents)

To create your **NEW SSO** account, 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 Confidential Parent IDs and Confidential Parent passwords for 5<sup>th</sup> grade students registering for Middle School Classes, 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 the user

**PowerSchool SIS**

### Create Parent Account

**Parent Account Details**

First Name	Jane
Last Name	Doe
Email	jdoe@email.com
Re-enter Email	jdoe@email.com
Desired Username	jdoe123
Password	..... Strongest
Re-enter Password	.....

Password must: \*Be at least 8 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 ▼

Confidential Parent Access ID  
Confidential Parent Password

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 left screenshot shows the 'Student and Parent Sign In' page. It has a blue header with the PowerSchool SIS logo. Below the header, there are two tabs: 'Sign In' and 'Create Account'. The 'Sign In' tab is active. There are two input fields: 'Username' and 'Password'. Below the 'Password' field, there is a link that says 'Forgot Username or Password?'. A red arrow points to this link. At the bottom right, there is a 'Sign In' button.

The right screenshot shows the 'Recover Account Sign In Information' page. It has a blue header with the PowerSchool SIS logo. Below the header, there are two tabs: 'Forgot Password?' and 'Forgot Username?'. The 'Forgot Username?' tab is active. There is a text box that says 'Parents, to recover your password, provide the information below. Students need to contact the school directly.' Below this, there are two input fields: 'Parent Username' and 'Parent Email Address'. At the bottom right, there is an 'Enter' button. At the bottom, there is a note that says '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.

## Sign-In for PowerSchool Student Portal (for 5<sup>th</sup> Graders registering for Middle School)

From your Internet browser, go to the PowerSchool Parent Portal at <https://ps.romeo.misd.net/public/home.html> and click on the **Sign In** Tab and enter the STUDENT username and STUDENT password that was provided in the letter sent home with the student.

**Student Sign In**  
Students enter the student username and password provided by their school to sign in. Students can see only their personal account information.

The screenshot shows the 'Student and Parent Sign In' page. It has a blue header with the PowerSchool SIS logo. Below the header, there are two tabs: 'Sign In' and 'Create Account'. The 'Sign In' tab is active. There are two input fields: 'Username' and 'Password'. A pink box highlights the 'Sign In' tab and the 'Username' and 'Password' input fields. A pink arrow points from the 'Sign In' tab to the 'Username' field. Below the 'Password' field, there is a link that says 'Forgot Username or Password?'. At the bottom right, there is a 'Sign In' button.