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

   **Create Parent Account**

   - First Name
   - Last Name
   - Email
   - Desired Username
   - Password
   - Re-enter Password

   Password must:
   - Be at least 6 characters long

   **Set up 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.**

   **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.
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:

   ![Login Page]

   **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.

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.