How to Create a Single Sign-On Account for the PowerSchool Parent Portal

Parent Single Sign-On offers many benefits:
Access to multiple students with one sign on
Ability for parents to retrieve their own sign on information
A personalized account for each parent and guardian

1. Request Parent Access ID and Password from your student’s school
2. Once you have the information go to: https://powerschool.bcsc.k12.in.us/public and select Create Account tab and then click on the Create Account button.
3. A window will appear. This is where you create a personal Single Sign On account and add students
Create Parent Account –
- Fill in the top portion of the window with your Name and e-mail address
- Create a personal Username and Password

**First Name of Person Creating Account**
**Last Name of Person Creating Account**
**E-mail Address of Person Creating Account**
**Desired User Name for Account**
**Password**
**Re-enter Password**

Link Students to Account –
- Enter at least one student to create a ParentPortal account using the Parent Access ID and Password provided to you by the school

**Student Name**
**Parent Access ID**
**Parent Access Password**
**Your Relationship to the student**

- Click the Enter button at the bottom of the screen

4. If you entered the information correctly, you will return to the login page with a notice that your account was successfully created.
5. You can now log into ParentPortal with your personal Username and Password. Student names are listed just under the PowerSchool logo as seen here. Click on a name to view the individual student information - attendance, grades, and test scores.

The student you are viewing will be highlighted

Add additional students to your account

Click **Account Preferences** to add new students and to view and change your account information including name, username, account password and email address.
If you forget your password click on Forgot Username and Password

Click on the first tab if you forgot your password or click on the second tab if you forgot your user name.

Please protect your Access ID and Access Password for your student(s)