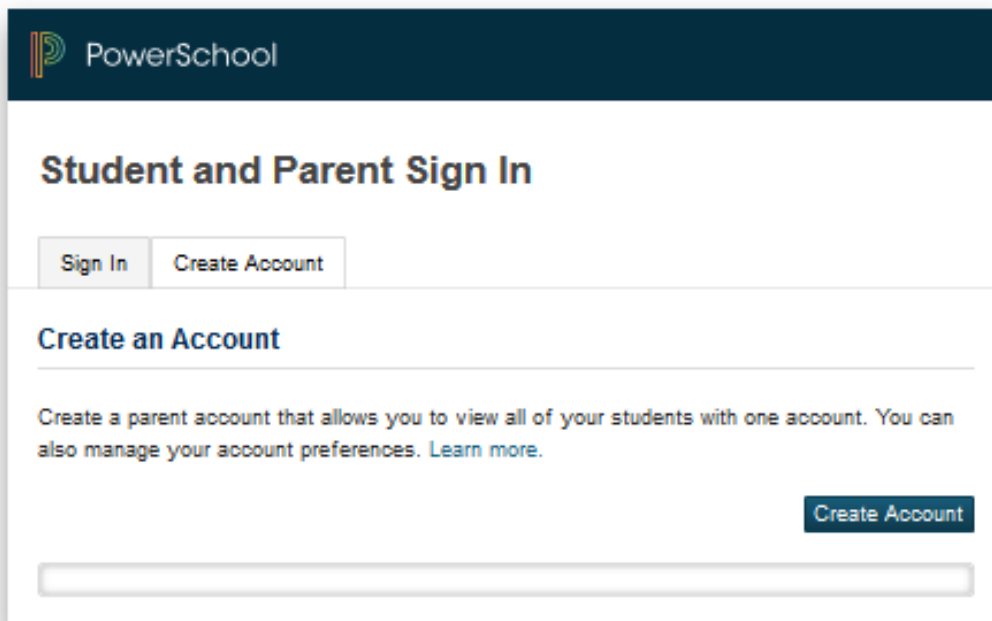


## How to Create a Single Sign-On Account for the PowerSchool Parent Portal

### 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



The screenshot shows the PowerSchool website interface. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". The "Create Account" button is selected. Below the buttons is the heading "Create an Account". A paragraph of text reads: "Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)". At the bottom right of this section is a dark blue button labeled "Create Account". Below the button is a long, empty white input field.

### 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**

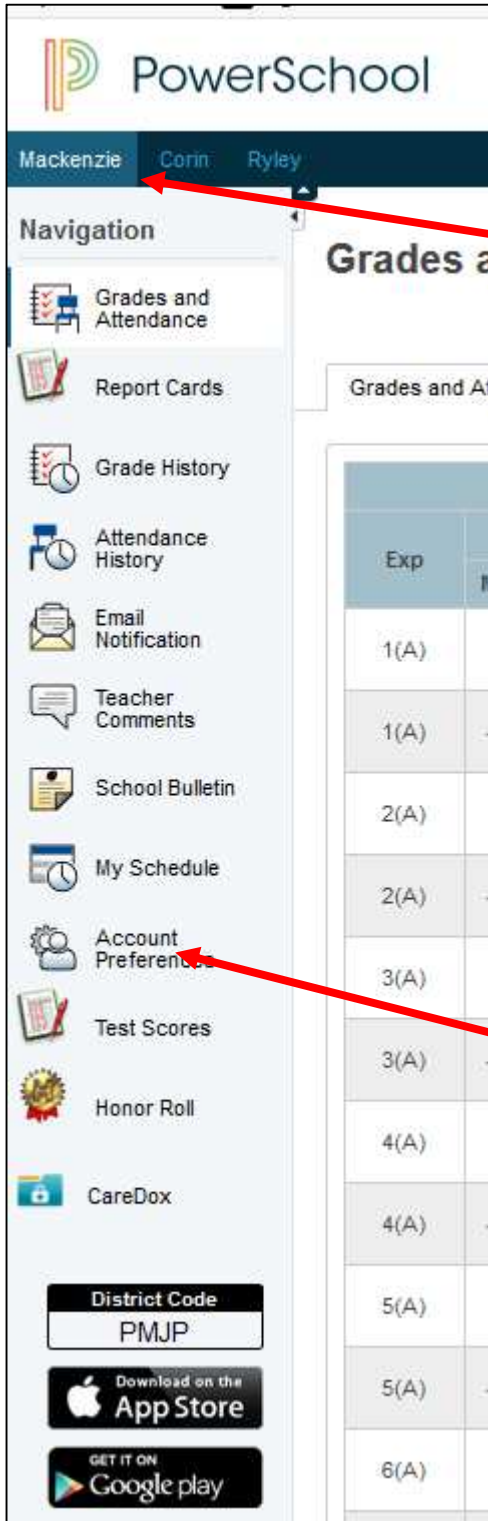
**Parent Access Password**

**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.

PowerSchool

## Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

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**If you forget your password click on  
Forgot Username and Password**

PowerSchool

## Recover Account Sign In Information

Forgot Password? Forgot Username?

Parents, to recover your password, provide the information below. Students need to contact the school directly.

Parent Username

Parent Email Address

Enter

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.

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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)***