Creating your Single Sign-On Account for the

PowerSchool Parent Portal

1. Go to the district website : www.calsd.org
2. On the upper right hand side of the district homepage, click on the Grades button

3. Click on Create Account as shown below:

4. A window will appear for you to create your new account. You will need to fill in the top portion of the window with your Name, e-mail address, and the User Name and Password you would like to create. On the bottom portion of the screen, you will need to enter the name of your student(s) with the User Name (Access ID) and User Password (Access Password) given to you in the letter sent home informing you of the new Single Sign-On Parent Access. You will also need to fill in your relationship to the student from the drop down menu.

PowerSchool

Create Parent/Guardian Account

Field	Value	Note
First Name	Parent	First name of person creating account.
Last Name	Parent Last Name	Last name of person creating account.
Email	Parent@aol.com	E-mail address of person creating account.
Desired User Name	plastname	User Name the person creating this account would like to have.
Password	****	Please choose the password you would like to use for this account.
Re-enter Password	****	Re-type the password of your choosing.

Link Students to Account

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

	Student Name	Access ID	Access Password	Relationship
1.	Son	zson1	*******	Mother, natural/adoptive
2.	Daughter	zdaughter	*******	Mother, natural/adoptive
3.	Son	zson2	*******	Mother, natural/adoptive
4.				– Choose
5.				– Choose
6.				– Choose
7.				– Choose

Type in the first and last name of your students in grades 6th through 12th.

Type in your Parent Access User Name for your student as indicated in the letter you recieved in the mail.

Type in your Parent Access password for your student as indicated in the letter you recieved in the mail.

Please select your relationship to this student from the drop down menu.

When you are finished entering all the information, please click on the Enter button.
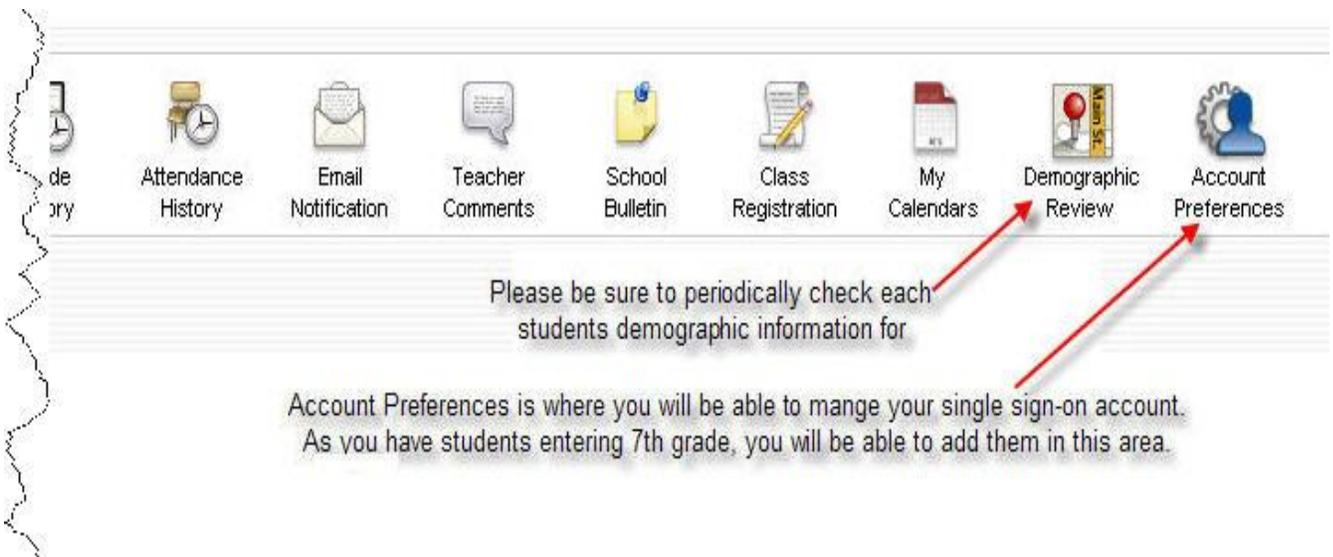
enter

5. Once you have created your new account, you will now see your student(s) listed just under the PowerSchool logo in the Parent Portal as seen below:

To view your individual student's information, just click on their name tab.

6. You can view your account information any time by clicking on the Account Preferences icon on the top toolbar as indicated below. (If you ever need to add additional students to your account, you can add them under Account Preferences as well.)

Please note: You can check your demographic information at any time and let the school know of any changes.

8. In the event you have forgotten your User Name or Password for this new account, on the main PowerSchool Parent Portal log on screen you will see a link that states, "Having trouble logging in?" as indicated below:

Help button in the event you forget your User Name and/or Password.

Click on the "Submit" button.

9. On the Recover Account Login Information screen, you will be able to select one of two tab options. The first tab should be used if you forgot you Password and the second tab should be used if you forgot your User Name and Password as indicated below:

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Tab for help if you don't know your password.

Tab for help if you don't know your User Name.

Recover Account Login Information

To recover your account login information, provide the information below.

| Forgot Password? | Forgot User Name? |

User Name

Email Address

Enter

If you are experiencing login issues or have questions or comments about PowerSchool, please contact your school directly. For security reasons, Pearson employees are unable to assist with logon, password, or other accessibility issues related to this school's PowerSchool systems. Thank you in advance for your understanding.

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Please note: An e-mail will be sent to you with the appropriate information regarding your account. This e-mail will be the one you indicated when you set up the account for the first time.