# Northampton County Schools PowerSchool Parent Portal Access

**Instructions:** Please complete all fields. **Parent/guardian must present this form to the student's school and present a photo ID.** Once the form has been accepted and processed, the parent/guardian will receive information containing activation instructions for the new Parent Portal account. Follow the instructions provided to start using the account. **Parents with multiple students in Northampton County Schools must submit one form per student to the appropriate school(s).**

## Parent/Guardian Information

| First Name: | Middle Initial: | Last Name: |
|---|---|---|

**Relationship to Student:**

| Home Phone: | Work Phone: |
|---|---|

**Street Address (if different from student):**

| City: | State: | Zip Code: |
|---|---|---|

**Email Address:**

## Student Information

| First Name: | Middle Initial: | Last Name: |
|---|---|---|

**Student ID Number:**

| Grade Level: | Date of Birth: |
|---|---|

**Street Address:**

| City: | State: | Zip Code: | Home Phone: |
|---|---|---|---|

**Are there any legal restraints prohibiting a parent/guardian from having access to this student's data?**
YES ☐    NO ☐    If yes, please attach a copy of any court order which outlines those access rights.

## Verification

- I verify that I am the parent/guardian of the student named above.
- I understand that Northampton County Schools reserves the right to grant or deny access to the Parent Portal in accordance with the U.S. Family Education Rights and Privacy Act (FERPA).
- I certify that I will advise my student's school of any issues resulting in a need for change of access to student records.
- I agree to keep my password and the data contained within the Parent Portal confidential.
- I agree that I shall make no attempt to alter or destroy data and will report to the school administration any attempts to do so or any security concerns that may arise.
- I am aware that my access to this account may be monitored.
- I understand that I am responsible for any unauthorized access to the portal utilizing my access information.
- I understand that failure to abide by the terms of this agreement will result in the termination of my account.

_____          _____

**Parent/Guardian Signature**                                      **Date**

## <u>DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY</u>

Form checked by: _____  Date _____

☐ Approved

Date Student Access Information Sent: _____

☐ Denied

Reason for Denial: _____

# PowerSchool Parent Portal Login Instructions

Each parent must create an account to use PowerSchool. (This is a one-time process.)
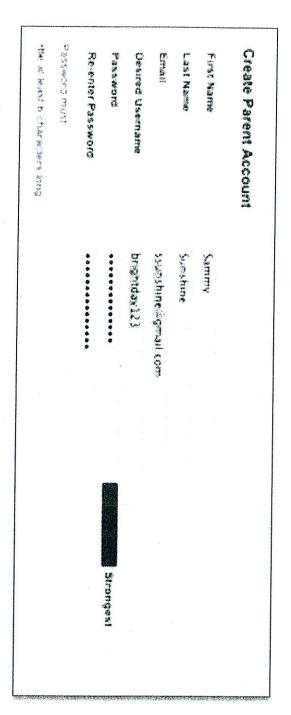You will need the Access ID and Access Password for each child in order to create your new account. This can be obtained from the child's school.
(If your children are at different schools, you can set up one account for all of them but the access ID and access password must be obtained from the child's home school.)

This feature of PowerSchool will allow each parent to have his/her own username and password. It will also allow parents of multiple children to combine accounts, and gives the ability for a parent to allow a grandparent, guardian, divorced parent, or other designee the ability to have access to the child's grades. The person just needs to have the original Access ID and password to create an account for the child. (Students do not set up accounts in PowerSchool. They will use the account that was created for them by the school.)

## DIRECTIONS:

1. Open a web browser to use the PowerSchool Parent Portal using this web address:
   **https://norco.powerschool.com/public/home.html**

2. Go to the bottom of the parent portal page and create your account by clicking on the blue **"Create Account"** button.

   **Create an Account**

   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.

3. In the Create Parent/Guardian account section, fill in all of the boxes, including your chosen username and password. Your username must be unique and your first choice may be rejected.

   Use only alphabets and numbers in the username.
   Symbols are allowed in the password but **not** in the username.

## Create Parent Account

| Field | |
|---|---|
| First Name | Sammy |
| Last Name | Sunshine |
| Email | ssunshine@gmail.com |
| Desired Username | brightday123 |
| Password | ••••••••••••• |
| Re-enter Password | ••••••••••••• |
|  | Strongest |

Password must be at least 6 characters long

4. At the bottom of the page in the "Link Students to Account" section, there will be enough spaces to include up to seven children. You must know the Access ID and Access Password that was created in PowerSchool for each child's account.

5. NOTE: Access ID & Password can only be obtained from the home school of each child. The school staff members do not have access to ids and passwords from other schools. Access IDs and Access Passwords can only be issued, in person, to legal parent(s) or guardian(s) with ID. No credentials will be issued over the phone, via email, mail or third party, including students.

6. Make sure you type the Access ID and Password correctly as both fields are CASE SENSITIVE.

## Link Students to Account

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

| Student Name | Access ID | Access Password | Relationship |
|---|---|---|---|
| My 1st Child's Name | MkD345 | ••••••• | Mother |
| My 2nd Child's Name | Wol765 | •••••••• | Mother |
| My 3rd Child's Name | Zek973 | ••••••• | Grandmother |
| | | | -- Choose |
| | | | -- Choose |
| | | | -- Choose |
| | | | -- Choose |

**Passwords are case sensitive!**

7. Click Enter to create your new account.

8. You will now need to log into the system using your new username and password. Use the Login box at the top of the screen to login. Put your username you just created in the top line and your password in the bottom. (Passwords appear as dots!)

9. You now have the name(s) of your children on tabs in the upper left corner under the PowerSchool logo, combined into one account.

10. To view each child's grades and attendance, click on the correct tab displaying the child's name and the grades and attendance will appear for that child.

11. To change your username or password or to add additional children to your account, click on the Account Preferences button in the top right corner of the screen. The window will open in Profile view and allow you to change your username or password.

12. Click on the Student link in the upper left corner of Profile screen to add more children to your account.

**REMINDER: Until you create your new account, the login screen at the top of the parent portal page will not work. NEED HELP? Contact the data manager or principal at your child's school. If you think your login and password have been compromised, please contact the school immediately! Do not give your child's credentials to anyone who does not need access to his/her account.**