Point your Internet browser to [https://powerschool.d46.org](https://powerschool.d46.org) or follow the PowerSchool Portal link in the Parents & Students section of the district's website.

**For Parents/Guardians only:**

The FIRST time you access the Parent Portal in the 2012-13 school year, you must create a new Single Sign-On (SSO) account. This setup is a one-time procedure. Your new SSO parent account will stay valid as long as you have a student in Grades 5-8.

1. Click on Create Account.
2. Enter your (not the student's) first name, last name, and email address in the boxes provided.
3. Enter your desired username. It must be unique. If the username you choose already exists, you will be prompted to choose a different one after you press the Enter button.
4. Enter your desired password. It must be at least 8 characters long; a mixture of letters and numbers, lowercase and uppercase is recommended.
5. Re-enter your desired password as confirmation.

In the Link Students to Your Account area, fill in a line for each student for whom you have received a Portal letter. Please find the Access ID and Access Password specific to your student on the reverse side of this Portal letter.

6. In the Student Name column enter the student’s first name and last name.
7. In the Access ID column enter the student’s access ID. Use UPPERCASE letters.
8. In the Access Password column enter the student’s numeric password.
9. In the Relationship column enter your relationship to the student.
10. If you have additional students for whom you have received a Portal Letter, you may enter their names, Access IDs, Access Passwords, and Relationships on subsequent lines. Alternatively, you may add more students later by using the Account Settings screen inside the Portal.
11. Click on the Enter button.

After creating your parent account, please use your new SSO account username and password created in Steps 3 & 4 to login to the PowerSchool Portal.