

Parent Account Setup

The following directions are intended for parents who would like to create a new PowerSchool Parent Account or add a new student to your existing PowerSchool Parent Account.

The parent portal is an online portal accessible anywhere on the web that parents can log in to and see all of their children in one place, their grades, assignments, scores, attendance, schedules, and school bulletins for each school your children attend.

If you are adding a new student to an existing PowerSchool Parent Account, Please skip the first section and go to the [Adding Student to Existing PowerSchool Parent Account](#) section.

Creating a New PowerSchool Parent Account

1. Open any internet browser on your computer (Chrome, Firefox, Edge, Etc.)
2. Type <https://powerschool.cdolinc.net/> into the address bar
3. Click the Create Account tab

A screenshot of the PowerSchool SIS Parent Sign In screen. The header is a dark blue bar with the PowerSchool SIS logo. Below the header, the title "Parent Sign In" is displayed. There are two buttons: "Sign In" and "Create Account". The "Create Account" button is highlighted with a red rectangle. Below the buttons are two input fields: "Username" and "Password", each with a password toggle icon. At the bottom right, there is a blue "Sign In" button.

4. On the *Create an Account Screen*, click the **Create Account** button

Parent Sign In

[Sign In](#)[Create Account](#)

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.](#)

[Create Account](#)

5. On the *Create Parent Account* screen, fill in the fields to Create your Account

- a. **First Name** - You, the Parent/Guardian's First Name
- b. **Last Name** - You, the Parent/Guardian's Last Name
- c. **Email** - the email address you want to associate with the PowerSchool Parent Portal Account
 - a. This Email will be used for all notifications from the PowerSchool Parent Portal Account
- d. **Re-enter Email** - Re-Enter the email listed above
- e. **Desired Username** - Create a unique username that you will use to log in
- f. **Password** - Create a Password that matches the requirements
 - Be at least 8 characters long
 - Contain at least one uppercase and one lowercase letter
 - Contain at least one letter and one number
 - Contain at least one special character

Create Parent Account

Parent Account Details

First Name	Martha		
Last Name	Dent		
Email	martha.dent@email.com		
Re-enter Email	martha.dent@email.com		
Desired Username	martha.dent		
Password	●●●●●●●●	Strongest	
Re-enter Password	●●●●●●●●●●		

Password must:

- Be at least 8 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character

6. Next move to the Link Students to Account section

You should have received a letter from St. John Lincoln with your student's Access ID and Access Password. You will need that letter for the next step.

- Student Name** - Type the Student's name
 - LastName, FirstName works best
 - It should also recognize FirstName *space* LastName
- Access ID** - Type the Access ID for your student from the letter given from St. John Lincoln
 - If you do not have this letter, please contact St. John Lincoln.
- Access Password** - Type the Access Password for your student from the letter given from St. John Lincoln
 - If you do not have this letter, please contact St. John Lincoln.
- Relationship** - Choose your relationship to the student from the dropdown

- Repeat Step 6 for each student you want to add to your account
- When you have finished adding all your students click the **Enter** button at the bottom of the page
- This will take you back to the PowerSchool Parent Account log on screen
- Log in with the **Username** and **Password** you just created to access the parent portal
 - Not the student's Access ID and Access Password

Link Students to Account

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

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Student Name	Dent, Stu
Access ID	Stu
Access Password	●●●●●●●●
Relationship	Mother

Adding a Student to an Existing PowerSchool Parent Account

Follow these instructions if you already have a PowerSchool Parent Account and need to add a new student

1. Open any internet browser on your computer (Chrome, Firefox, Edge, Etc.)
2. Type <https://powerschool.cdolinc.net/> into the address bar
3. Type in the **Username** and **Password** used to log into your PowerSchool Parent Account. Then click the **Sign In** button
 - if you do not remember your **Username** and/or **Password** click the *Forgot Username* or *Forgot Password?* link in the **Parent Account Recovery Links** Section

Parent Sign In

Sign In

Create Account

Username

Password

- [Forgot Username?](#)
- [Forgot Password?](#)



Sign In

Student Sign In

Students - Click the button to sign in. You will be redirected to the Student sign in page.

 Student Sign In

4. Once in the PowerSchool Parent Home Screen, click on **Account Preference** toward the bottom of the Left Navigation
5. On the *Account Preferences* Screen Click on the **Students** Tab
6. On the *Student* Tab, click on the **Add** button

Stu


Navigation

-  Grades and Attendance
-  Grade History
-  Attendance History
-  Email Notification
-  Teacher Comments
-  School Bulletin
-  Class Registration
-  Balance
-  My Schedule
-  School Information

 **Account Preferences**

Account Preferences - Students

Profile

Students

2

3

Add

My Students

To add a student to your Parent account, click the ADD button.

1. Stu Dent

7. On the *Add Student* window that opens

- a. **Student Name** - Type the Student's name
 - LastName, FirstName works best
 - It should also recognize FirstName *space* LastName
- b. **Access ID** - Type the Access ID for your student from the letter given from St. John Lincoln
 - If you do not have this letter, please contact St. John Lincoln.
- c. **Access Password** - Type the Access Password for your student from the letter given from St. John Lincoln
 - If you do not have this letter, please contact St. John Lincoln.
- d. **Relationship** - Choose your relationship to the student from the dropdown

Add Student

Student Access Information

Student Name

Dent, Sally

Access ID

Stu543

Access Password

••••••••

Relationship

Mother

Cancel

OK

8. Repeat Step 6 and 7 for each additional student you want to add to your account