

Provo City School District

Creating a Parent Portal Account for your Student(s)

A Parent Portal allows you to access your students Grades, Attendance, Test Scores, Report Cards, and the ability to update Demographic information.

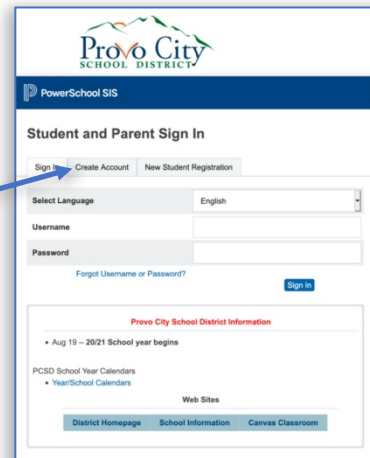
To create a Parent Portal account, you will need to have the following information for at least one of your student(s):

- Name
 - Access ID: Lunch Number
 - Access Password: DOB MM/DD/YY
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Section 1-Creating a Parent Portal

- 1) Access Provo City School Districts parent Portal at <https://grades.provo.edu>

- 2) Click on Create Account



- 3) Enter the following information:

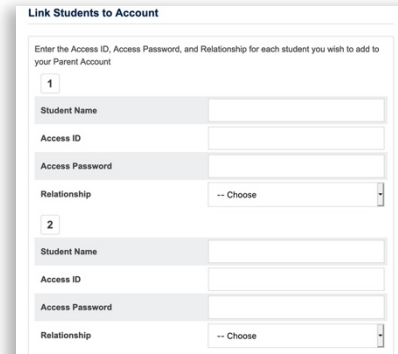
- Parents First Name
- Parents Last Name
- Parents Email Address
- Desired User Name
- Desired Password (At Least 8 Characters)
- Re-enter Password



- 4) Scroll down the page to the **Link to Students Accounts** portion
 - a. Enter the information for at least one of your student(s)
 - b. **Others can be added in 2-7, or you can do it later after the account is created. Directions for later are in Section 2 below. Refer to them after your account is created.**

The 1 stands for 1st Child:

Student Name
Access ID (Student Lunch Number)
Access ID (Student Birthday)
Format MM/DD/YY
No leading zeros
Example. 7/28/11
Relationship from the Drop Down



Note: If you have other student attending Provo City School District, you can enter their information now in the 2 – 7 sections, or you can enter them later after your account is created and you are logged in.

- 5) Scroll to the bottom of this screen and click ENTER if you are complete.

If you returned to the main screen, enter the Login name and Password you submitted and login to Powerschool to see your students information.

If all student information is correct with what is currently in Powerschool, the student(s) will be added to your account. If it is not added, check and re-enter the information and try again. If you cannot add the information you can try adding only one student and then enter the remainder using the instruction in Section 2 below. If you cannot create the account with any of the students, you will need to contact your Schools Secretary for further help.

Section 2-Adding Students to your Parent Portal Account

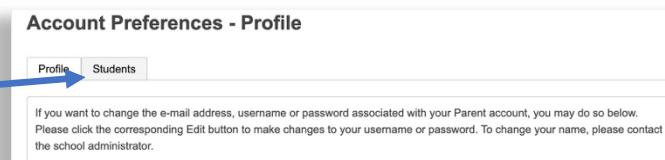
Adding students to your existing Power School Parent Portal account.

1) Log into your Powerschool Parent Portal Account

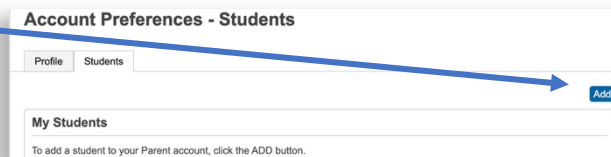
2) In the left menu, locate the Account Preferences icon and click it.



3) From the two tabs in the large window, click the **Students** tab.



4) Click the **Add Button**



5) Enter the information requested:

- a. Student Name
- b. Access ID - Lunch Number
Access ID (Student Birthday)
Format MM/DD/YY
No leading zeros
Example. 7/28/11

A screenshot of a dialog box titled "Add Student". It has a tab labeled "Student Access Information". Below the tab are four input fields: "Student Name" (text input), "Access ID" (text input), "Access Password" (text input), and "Relationship" (dropdown menu with "-- Choose" selected). At the bottom right of the dialog box are two buttons: "Cancel" and "OK".

6) Click OK. If all information is correct with what is currently in Powerschool, the student will be added to your account. If it is not added, check the information and try again. If you cannot add the information you will need to contact your Schools Secretary for further help.