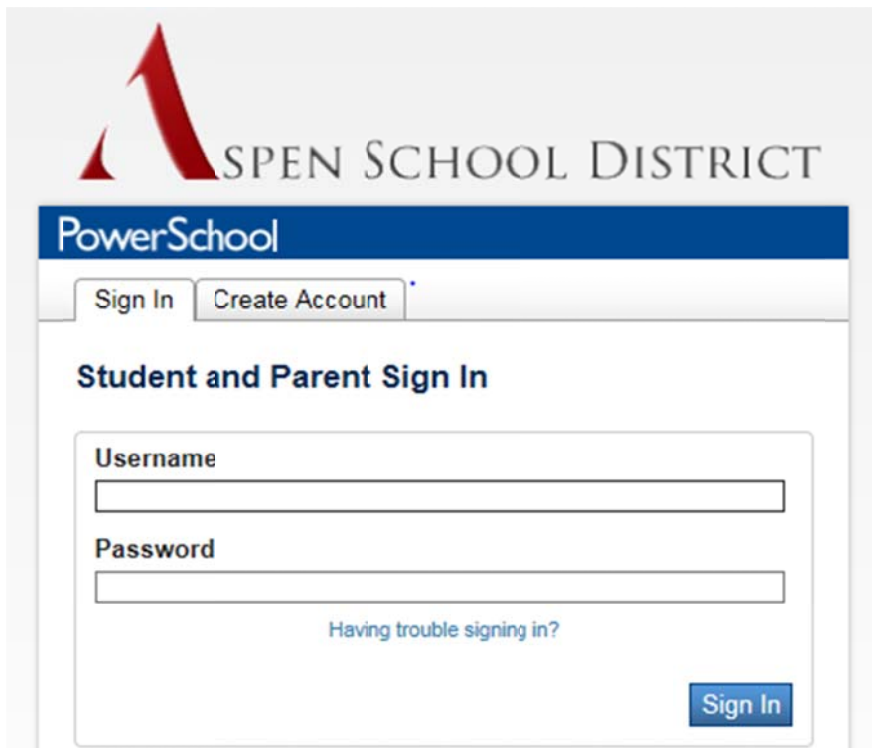


## HOW TO SETUP A NEW PARENT ACCOUNT IN POWERSCHOOL

(If you have an existing parent account and want to add another student, log in to your parent account, click on Account Preferences, click on the Students Tab and click the blue ADD button.)

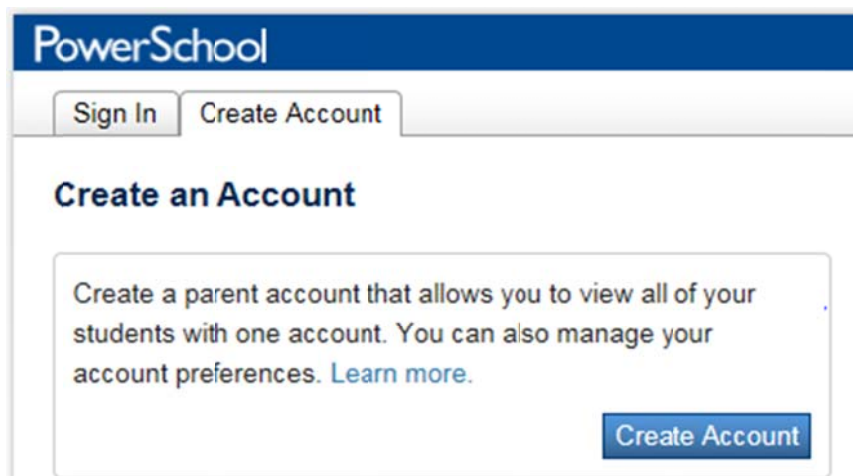
Open the following website: <https://powerschool.aspenk12.net/public/>. The link is also available on our website at aspenk12.net.

Click on the **Create Account Tab**



The screenshot shows the PowerSchool login interface for Aspen School District. At the top, there is a red logo of a mountain peak and the text "ASPEN SCHOOL DISTRICT". Below this is a blue header with the "PowerSchool" logo. A navigation bar contains two buttons: "Sign In" and "Create Account". The "Create Account" button is highlighted with a blue border. The main content area is titled "Student and Parent Sign In" and contains two input fields: "Username" and "Password". Below the password field is a link that says "Having trouble signing in?". A blue "Sign In" button is located at the bottom right of the form.

Next click on Blue **Create Account** button



The screenshot shows the "Create an Account" page in PowerSchool. It features a blue header with the "PowerSchool" logo. Below the header is a navigation bar with "Sign In" and "Create Account" buttons. The "Create Account" button is highlighted with a blue border. The main content area is titled "Create an Account" and contains a text box with the following text: "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.](#)". A blue "Create Account" button is located at the bottom right of the form.

In the first section add your parent information. Create your own username and password. It needs to be unique for you. Don't use your email address for your username.

In the Link Students to Account section **add your student names**. Enter the **Access ID and Access Password** (your school front office will provide this).

Enter **Relationship**: Usually Mother or Father

### Create Parent Account

|                   |                          |                          |
|-------------------|--------------------------|--------------------------|
| First Name        | <input type="text"/>     |                          |
| Last Name         | <input type="text"/>     |                          |
| Email             | <input type="text"/>     |                          |
| Desired Username  | <input type="text"/>     |                          |
| Password          | <input type="password"/> | <input type="password"/> |
| Re-enter Password | <input type="password"/> |                          |

Password must:  
•Be at least 6 characters long

### Link Students to Account

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

|                 |  |
|-----------------|--|
| <b>1</b>        |  |
| Student Name    | <input type="text"/>                       |
| Access ID       | <input type="text"/>                       |
| Access Password | <input type="password"/>                   |
| Relationship    | -- Choose <input type="button" value="v"/> |

|                 |  |
|-----------------|--|
| <b>2</b>        |  |
| Student Name    | <input type="text"/>                       |
| Access ID       | <input type="text"/>                       |
| Access Password | <input type="password"/>                   |
| Relationship    | -- Choose <input type="button" value="v"/> |

Click **Enter** when finished

Next you will be prompted to enter your newly created username and password to log in. Your students will be listed in the upper left hand corner right below the PowerSchool logo. Click each student to access the information. From this page you can view Grades, Attendance, Grade History, Lunch Balance, Schedule, and setup Parent Email Notifications.