

## PowerSchool Parent Portal Account Creation

1. Open the internet browser of your choice on your computer.
2. Type <http://powerschool.imlay.k12.mi.us/public> to the address bar

Create Account

3. Click on the Create Account button towards the bottom of the page.
4. When the Create Parent/Guardian Account form loads fill in the personal information requested in the top of the form. Make sure you input an email address you can access. User Name and Password can be whatever you wish but passwords must be at least 6 characters.

## PowerSchool

### 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"/>
Re-enter Password	<input type="password"/>

Password must:

- Be at least 6 characters long

5. In the bottom of the form fill in the boxes with your student's name and Your Confidential Access ID and Your Access Password listed below. \*\*\* It's important to note that with multiple students you will need the information for each of them from the individual letters you received. Each student you have has their own Confidential Access ID and Access Password that will need to be entered to link multiple students to one account.

### 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
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾

Enter

6. Select your relationship to your student. (Mother, Father, etc)

7. Click Enter

8. Your account is now created. Next time you login you will navigate to <http://powerschool.imlay.k12.mi.us/public> and use your own personal information (username and password) you created to login to your Parent Portal account.

9. Remember to logoff when you are finished.