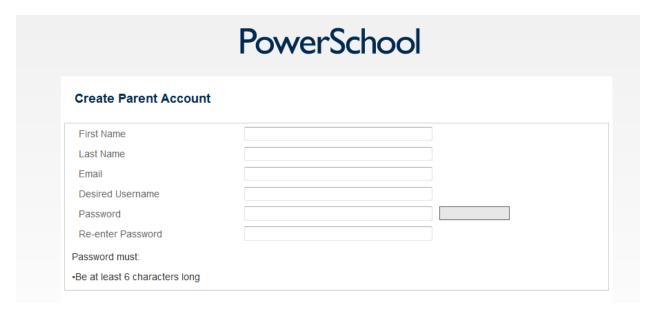
PowerSchool Parent Portal Account Creation

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

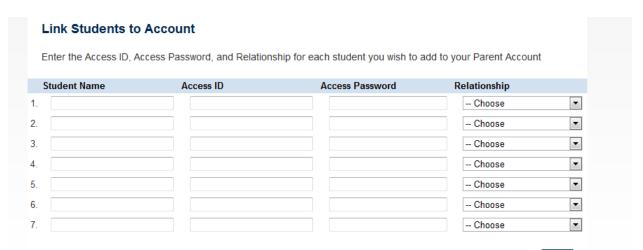


3. Click on the Create Account button

- 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.



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.



- 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.