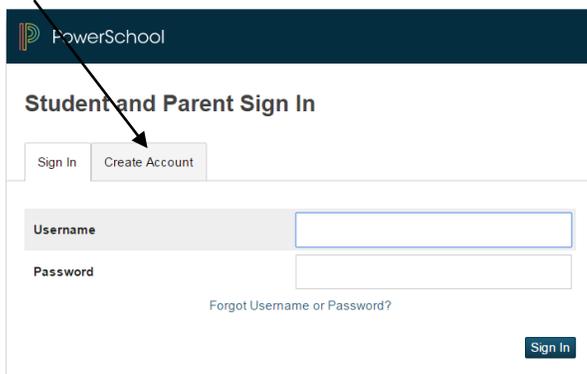


# Creating PowerSchool Parent Account

PowerSchool Parent Portal allows parents and students to access real-time information including attendance, grades and detailed assignment descriptions, school bulletins, and messages from Teachers. You can use the Student account information above to log in without having to create an account. However, you will not be able to access the Parent features such as Email notification and multiple account access. To access these features, you will need to create a Single Sign On (SSO) Parent Account.

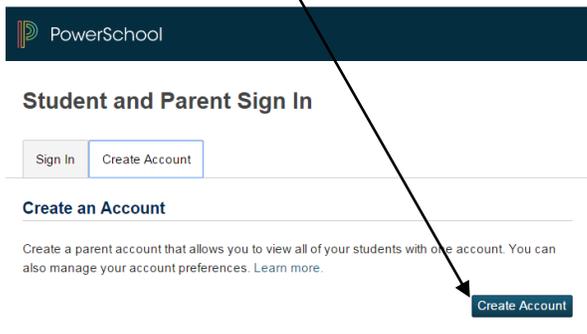
Here are the steps to create an Account:

1. Create an account by using the following link: <https://sfacs.powerschool.com>  
Click on "Create Account".

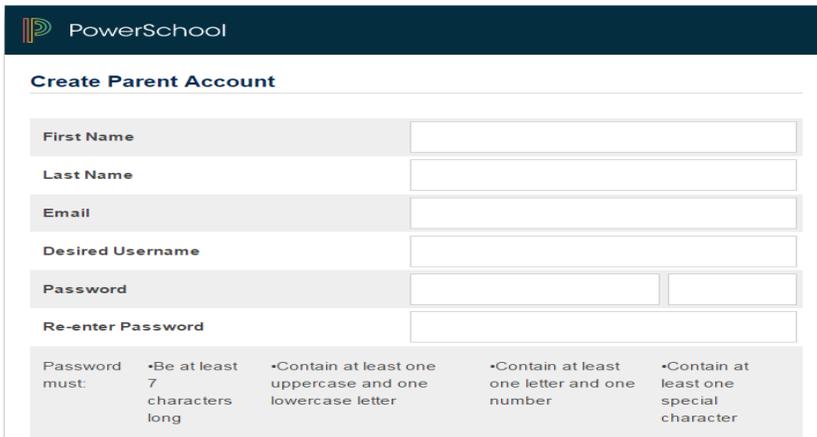


If you have already created an account, enter your username and password and click on the "sign in" button below the page. You can also log in by using the Student account provided above.

2. Click on "Create Account"



3. Enter your Name, Email and desired Username and Password.  
**Please note your password must be at least 7 characters long, contain at least one uppercase and one lowercase, at least one letter and one number and must contain at least one special character. Example: Sfastudent@09**



**PowerSchool**

### Create Parent Account

First Name

Last Name

Email

Desired Username

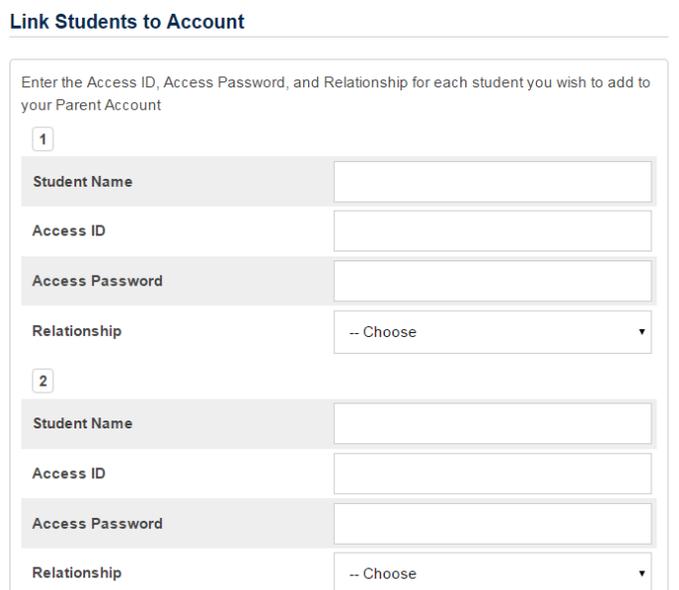
Password

Re-enter Password

Password must:
 

- Be at least 7 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

4. Scroll down the page and complete the “Link to Students Accounts” portion



### Link Students to Account

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

1

Student Name

Access ID

Access Password

Relationship

2

Student Name

Access ID

Access Password

Relationship

Your child’s Access ID and Access Password will be included in the report cards. You can also contact the school for this information.

Note that the Student and Parent Access IDs are different while the passwords are the same. Please use the Parent access ID when linking your child’s account. You can add multiple students at the same time.

5. Once all Access ID's and Passwords have been entered, hit enter at the bottom of the page.
6. You will be brought back to the sign in page. Enter the username and password you created.

# POWERSCHOOL PARENT PORTAL USER GUIDE

Link: <https://sfacs.powerschool.com>

1. Create a Parent account by using the “Creating PowerSchool Parent Account” user guide. Alternatively, you can use the Student’s account information to log in. However you will not have access to Email notifications and multiple student account view.
2. Once logged in, the “**Grades and Attendance**” view is displayed detailing student grades and attendance for each term. You can click on a grade to view assignment details. Click on the icon just before the Teacher’s name to view the Teacher’s email address. The quarter grades are “Q1” through “Q4” and the cumulative grades are indicated by “Y1”.
3. Attendance (**Attendance By Day**) information is shown at the bottom of the “**Grades and Attendance**” menu. Click on the number of absences or tardiness to view the dates.
4. To view Interim grades, click on “**Standards Grades**” next to “Grades and Attendance”.
5. Click “**Grade History**” on the left Navigation menu to view student grades for the previous years.
6. To receive notifications via email, click on the “**Email Notification**” menu on the left and select the type of report you would like to receive and update or enter your email address. Click “submit” when done.
7. The “**Teacher Comments**” link will display any comments Teachers may have for your child. Select the appropriate reporting term under the “**Reporting Term**” drop-down menu.
8. The “**School Bulletin**” menu will display any messages from Administration.
9. Use the printer icon at the top right of the screen to print the current screen display.
10. If you have a desktop calendar application, you can subscribe to assignments, scores and final grades under “**My Calendars**” menu. Click on “Add” at the top right and enter the student name, Access ID and password.
11. To add more students to your account, click on “Account Preferences” at bottom of the left menu and select the “Students” tab.
12. Use the “**Help**” button at the top right of the screen for more information on how to use the Parent Portal.