

# Winnacunnet High School Parent Portal Users Guide 2018-2019

Please read this important information so you can access your student's Power School information. Power School now has the ability to create an account that will allow you to access all your students from a SINGLE LOGIN. You are also able to create your own Username and Password.

WEBSITE: [winnacunnet.powerschool.com](http://winnacunnet.powerschool.com)

PowerSchool

## Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

Click Create Account

2. This screen will appear

PowerSchool

## Student and Parent Sign In

Sign In Create Account

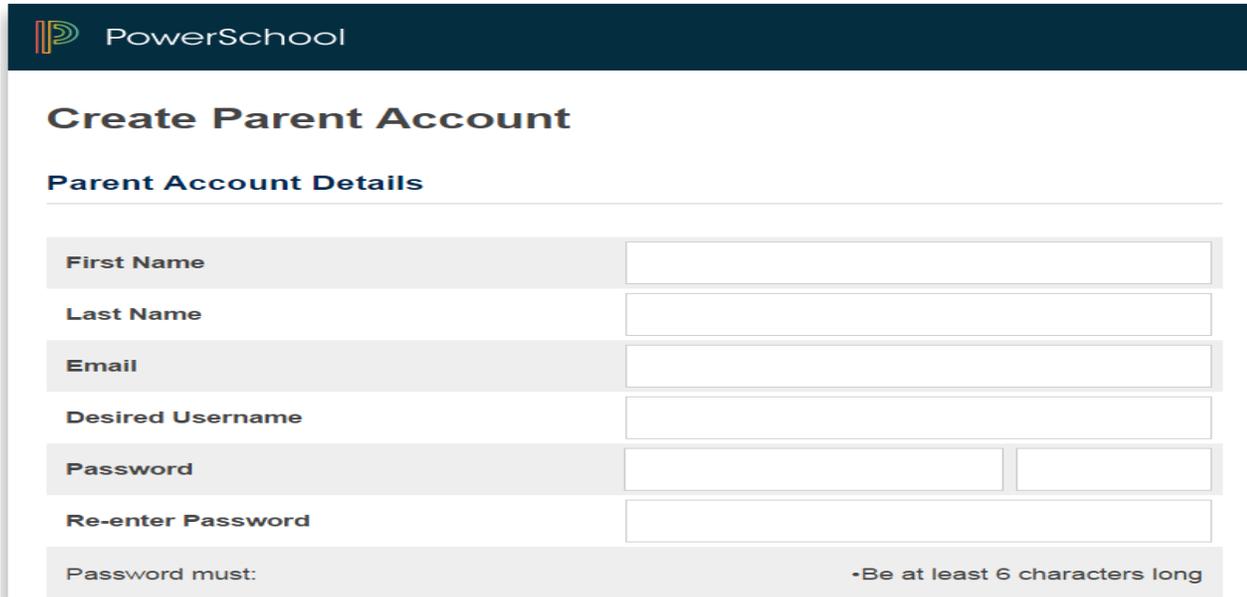
### Create an Account

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.](#)

Create Account

Click Create Account

You will now enter YOUR first name, last name, email and desired username and password. This is a brand new username and password that you are creating for yourself. NOTE: Username should not contain apostrophe's or e-mail addresses. Password must be at least 6 characters long . **Please make note of this new username and password. This is what you will be using to log into the Parent Portal from now on.**



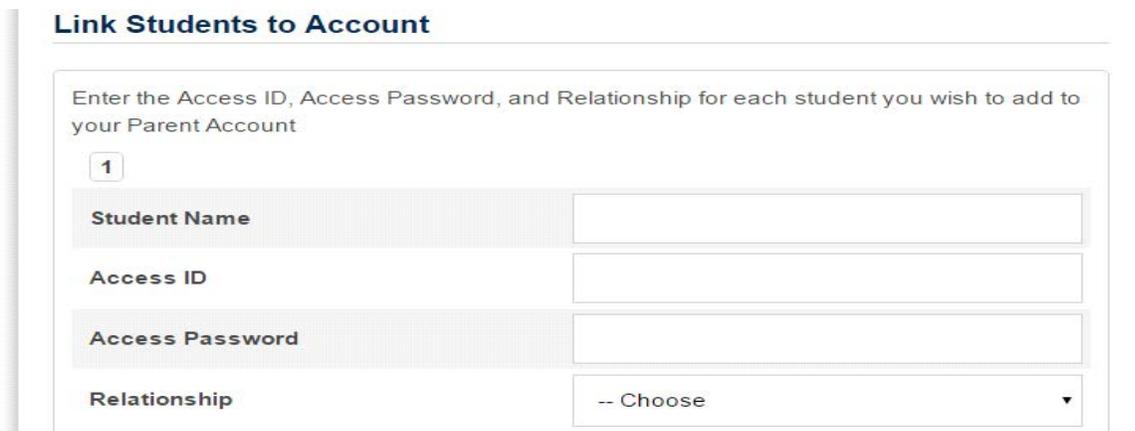
The screenshot shows the 'Create Parent Account' form in the PowerSchool system. The form is titled 'Create Parent Account' and has a sub-section 'Parent Account Details'. It contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password' (split into two boxes), and 'Re-enter Password'. A note at the bottom states 'Password must: -Be at least 6 characters long'.

Next, type in your student's name **EXACTLY** as it was provided to you via e-mail

This is the Access ID that was provided to YOU via e-mail, **NOT** your student's

This is the Access Password that was provided to YOU via e-mail, **NOT** your student's

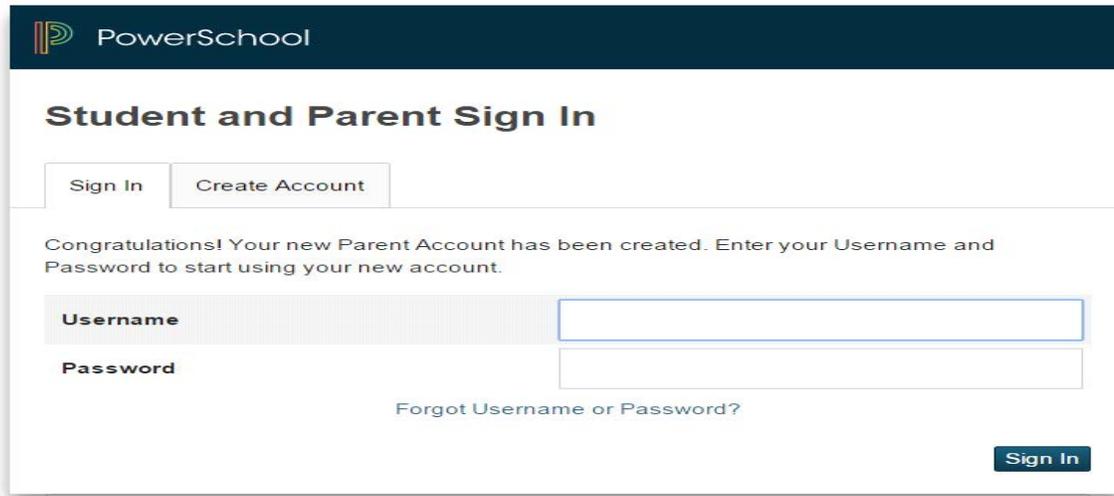
This is your relationship to the student (i.e. mother, father, guardian, etc.)



The screenshot shows the 'Link Students to Account' form. It has a title 'Link Students to Account' and a sub-section 'Link Students to Account'. The form contains a text area with the instruction 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. Below this is a table with one row, indexed '1'. The table has four columns: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' column has a dropdown menu with the text '-- Choose' and a downward arrow.

4. Click Enter.

If you have successfully created an account, you should receive the following message:



**YOU SHOULD NOW USE THE ACCESS ID/USERNAME AND PASSWORD THAT YOU HAVE JUST CREATED TO SIGN INTO THE POWER SCHOOL PARENT PORTAL**

Please note: The letter O and the number 0, as well as the letter I and the number 1 can often be mistaken. Be sure to try all possibilities.

When you enter your username and password and hit submit, the computer will automatically encrypt the password with additional characters.

Should you enter something incorrectly, when you hit Enter, the Edit checks will catch the error; but unfortunately, also blank out many of the fields you have entered. You must re-enter the information in its entirety before the record is created.

## How to Add a Student to Your Parent Account

Use this procedure to add a student to a parent account that you already have.

Once you sign into your Parent Portal account, under Navigation, click:

Account Preferences  Account Preferences

Click the **Students** tab.

On the Students tab, click the icon to add a student to your parent account. 

The Add Student dialog appears.

## Add Student



### Student Access Information

Student Name

Access ID

Access Password

Relationship

Cancel

OK

Enter the information exactly as it was sent to you by the school.