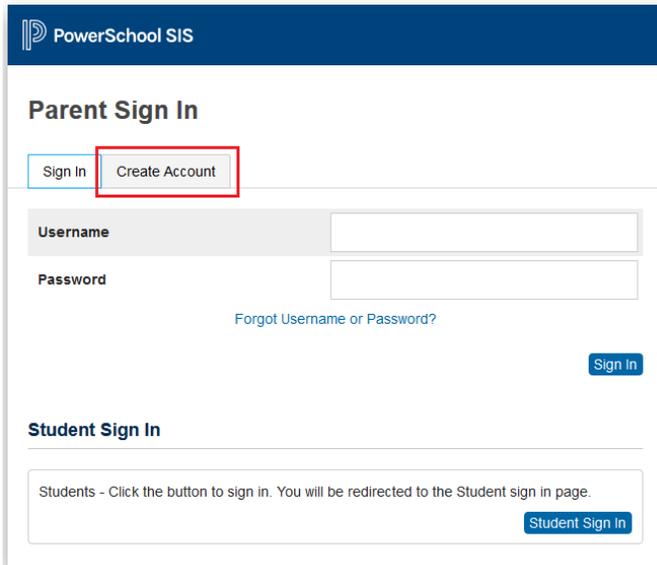
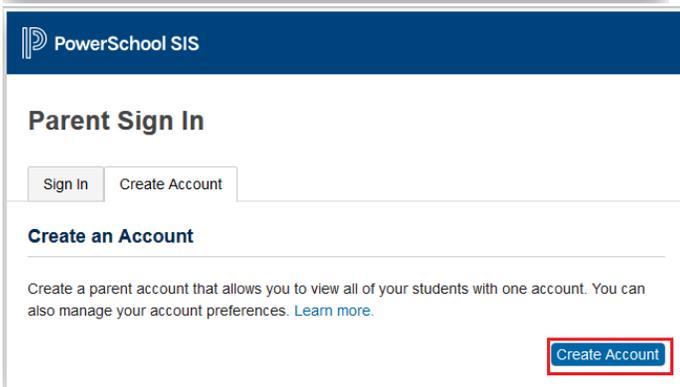


## CREATING A POWERSCHOOL PARENT PORTAL LOGIN

1. Access the Parent Portal website: <https://ps.ucs.misd.net/public>
2. Click the Create Account tab, then click the Create Account button



The screenshot shows the PowerSchool SIS Parent Sign In page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page is titled "Parent Sign In". There are two buttons: "Sign In" and "Create Account". The "Create Account" button is highlighted with a red box. Below the buttons, there are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is located at the bottom right of the sign-in section. Below the sign-in section, there is a "Student Sign In" section with a "Student Sign In" button.



The screenshot shows the PowerSchool SIS Parent Sign In page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page is titled "Parent Sign In". There are two buttons: "Sign In" and "Create Account". The "Create Account" button is highlighted with a red box. Below the buttons, there is a section titled "Create an Account" with a paragraph of 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 "Create Account" button is located at the bottom right of the "Create an Account" section.

3. Fill in the requested Parent Account Details and student information (See next page for an example). When the account is created you will see the following message

✓ Congratulations! Your new PowerSchool account has been created. Check your email for a link to verify your account.

4. Check your email for a message from [DoNotReply@uticak12.org](mailto:DoNotReply@uticak12.org) with a subject of PowerSchool Account Email Verification. Click the link in the email once. A new browser tab will open and you should see the following message

✓ Congratulations! Your new PowerSchool account has been verified. Enter your Username and Password to start using your new account.

5. You can now login with your username and password to login to your Parent Portal account.

## Create Parent Account

### Parent Account Details

First Name	Parent First Name
Last Name	Parent Last Name
Email	Parent Email address
Re-enter Email	Re-Enter Email Address
Desired Username	Suggest Using Email Address
Password	Unique Password
Re-enter Password	Re-Enter Unique Password

Password must: -Be at least 8 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

1

Student Name	First and Last Name
Access ID	Example: T8291F
Access Password	Example: 52391A
Relationship	- Choose

2

Student Name	
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Access ID and Password are both case sensitive and can be found in your enrollment email or by contacting your students school.

Your relationship to the student

You can enter all of your students, one for each section. Press Enter (in the bottom right) when complete.