

Creating a PowerSchool Parent/Guardian Access Account

1. Open your web browser and go to **<https://premier.donegalsd.org>**
Once there, click on the **Create Account** tab of the log in screen and then click on the **Create Account Button**.

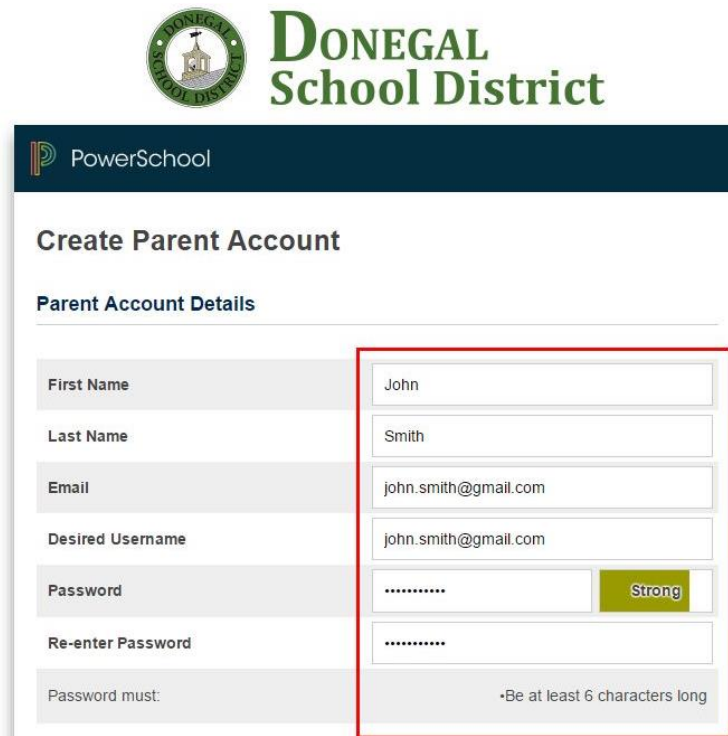


The screenshot shows the PowerSchool login page for Donegal School District. At the top is the district logo and name. Below is the 'PowerSchool' header. The main heading is 'Student and Parent Sign In'. There are two tabs: 'Sign In' and 'Create Account', with the latter highlighted by a red box. Below the tabs are input fields for 'Username' and 'Password'. A link for 'Forgot Username or Password?' is present. A 'Sign In' button is at the bottom right. Copyright text at the bottom reads: 'Copyright © 2005-2016 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.'



The screenshot shows the 'Create an Account' page in PowerSchool. It features the same header and logo as the login page. The heading is 'Create an Account'. Below it, a paragraph explains: '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 highlighted with a red box at the bottom right. Copyright text at the bottom reads: 'Copyright © 2005-2016 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.'

2. When the **Create Parent Account** screen opens, complete all fields at the top of the screen. The username and password you enter here will be the username and password that you will use from this point forward to login to PowerSchool. Create a username (email address recommended) and password that you will be able to easily remember, but is also secure.



The screenshot shows the 'Create Parent Account' page. At the top is the district logo and name. Below is the 'PowerSchool' header. The heading is 'Create Parent Account'. Underneath is the section 'Parent Account Details'. There are six input fields: 'First Name' (John), 'Last Name' (Smith), 'Email' (john.smith@gmail.com), 'Desired Username' (john.smith@gmail.com), 'Password' (masked with dots), and 'Re-enter Password' (masked with dots). A 'Strong' indicator is next to the password field. A red box highlights these six input fields. At the bottom, a note says '•Be at least 6 characters long'. Copyright text at the bottom reads: 'Copyright © 2005-2016 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.'

3. Using the credentials that you received on your PowerSchool Parents letter(s), enter the **Student Name**, **Access ID**, and **Access Password** exactly as they appear at the bottom of the letter and choose your Relationship to the student from the drop-down list. Add additional student information as appropriate from each of your PowerSchool parent letters. You may enter up to 7 students on this screen. If you have more than 7 students enrolled in our schools, you can add additional students using the instructions found at: <http://www2.donegalsd.org/powerschool/addingstudents.pdf>

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

Sam Smith

Smith560

.....

Father

2

Student Name

Access ID

Access Password

Student Name: Sam Smith

Access ID: Smith560

Access Password: AF236B03

Donegal High School

1025 Koser Road
Mount Joy, PA 17552
Telephone: 717-653-1871

Principal: John Felix

Dear Parents:

Donegal High School parents have on-demand access to their child's grades and attendance information via the district's PowerSchool portal. To make use of this system, all that is required is a connection to the Internet and a web browser.

Parents/Guardians new to PowerSchool must first create a **Parent Access Account** prior to gaining access to the PowerSchool portal. Step-by-step instructions for creating the Parent Access Account can be found here: <http://www2.donegalsd.org/powerschool>

Parents/Guardians who have already created a Parent Access Account will need to add their child to their existing account if he/she has not been added in a prior year. Instructions for adding a child to an existing Parent Access Account can be viewed at: <http://www2.donegalsd.org/powerschool>

Parents/Guardians who have previously created a Parent Access Account and have already associated all eligible students to the account can go directly to the PowerSchool portal and log in.

The PowerSchool Portal login page is located here:
<https://premier.donegalsd.org>

You must log in to the portal using the **Parent Access Account** credentials you created, not using the Access ID and Access Password found at the bottom of this letter. The credentials at the bottom of the letter are used to associate your student with your Parent Access Account.

A helpful video is posted at <http://www2.donegalsd.org/powerschool> to guide you through the system. Your son may also be able to help you in the use of the system.

Each student's unique username and password has been created for each student. The credentials for grades and attendance information regarding Aaron Smith are included at the bottom of this letter. You will need these credentials to associate you to your child in the PowerSchool system. We will provide a letter like this one for each student you have attending the High School.

I hope you will take advantage of this new communication system. We believe it to be an excellent tool to increase communication between the school district and its most valuable stakeholders, our parents.

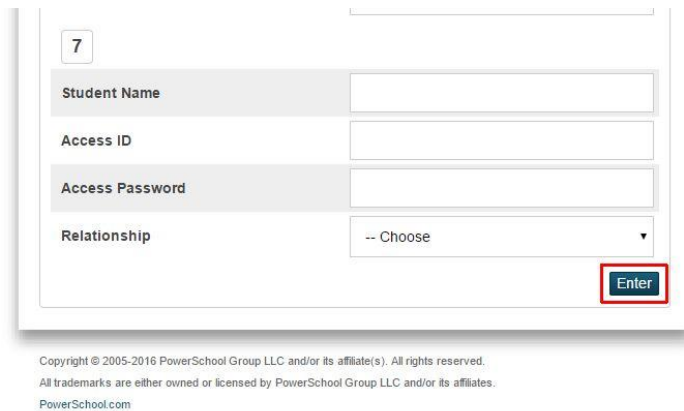
Sincerely,
John Felix
DHS Principal

Student Name: Sam Smith

Access ID: Smith560

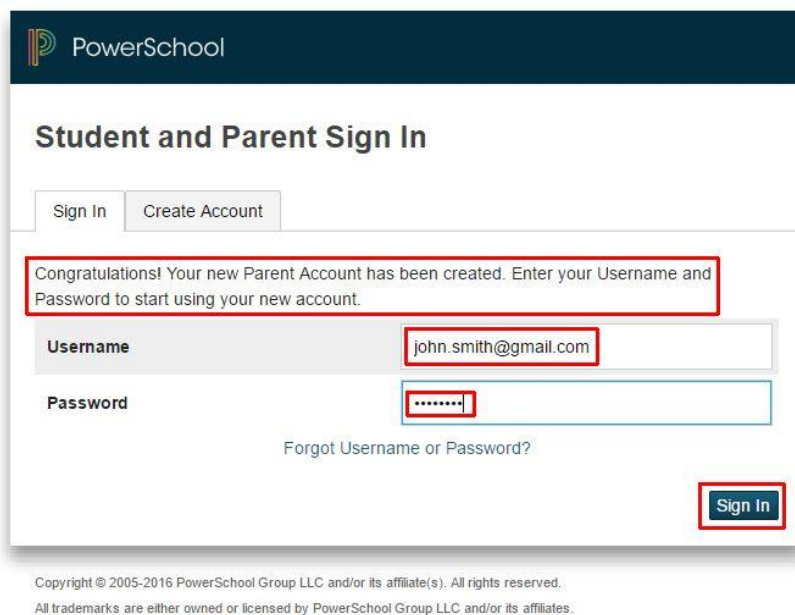
Access Password: AF236B03

4. **IMPORTANT:** Once you have completed the form, scroll down to the bottom of the page and click on the Enter button.



A registration form with a tab labeled '7'. It contains four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship' (a dropdown menu with '-- Choose' selected). A blue 'Enter' button is at the bottom right. Below the form, small text reads: 'Copyright © 2005-2016 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates. PowerSchool.com'

5. After the information has been successfully submitted, you will be returned to the PowerSchool login screen where you will enter the username and password you created in step 3. Click on the **Sign In** button to enter the PowerSchool portal.



The PowerSchool login screen. At the top is the 'PowerSchool' logo. Below it is the heading 'Student and Parent Sign In'. There are two buttons: 'Sign In' and 'Create Account'. A red-bordered box contains the message: 'Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.' Below this are two input fields: 'Username' with the value 'john.smith@gmail.com' and 'Password' with masked characters '.....'. A link 'Forgot Username or Password?' is below the password field. A blue 'Sign In' button is at the bottom right. At the very bottom, small text reads: 'Copyright © 2005-2016 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.'

6. Once logged in, you will see Grades and Attendance information pertaining to your student. If you linked more than one student to your account, you will see the students' names on the upper left side of the screen. Click on the name of the student to view his/her information.