



Parent/Guardian Single Sign-on Instructions

Welcome!

Parent/Guardian Single Sign-On offers a number of benefits, including access to multiple students with one login, a personalized account for each parent and guardian, and the ability for parents to retrieve their own login information.

Parent/Guardian Single Sign-On changes the way in which parents access their students' academic records using the PowerSchool Parent/Guardian Portal.

This Quick Reference Guide is designed to assist you through the process of setting up your personalized account.

Set up your account:

- 1) Use any web browser to go to: <https://ps.jsd.k12.ak.us/public/>
(this is the same address you have always used)
- 2) Get started by pressing the "Create Account" button

A screenshot of the PowerSchool website's parent sign-in and account creation page. The page has a white background with a blue header containing the "PowerSchool" logo. Below the logo, the page is divided into two main sections. The first section, titled "Parent Sign In", contains two input fields: "Username" and "Password". Below these fields is a link that says "Having trouble signing in?". A blue "Sign In" button is positioned below the "Having trouble signing in?" link. The second section, titled "Create an Account", contains 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.](#)". Below this text is a blue "Create Account" button. A large, light blue arrow points from the top right towards the "Create Account" button.

- 3) Create your account on this page:
- 4) The upper part is the Parent/Guardian information. Give your name, email address, etc. You also make up and enter your own Username and Password.

PowerSchool

Create Parent/Guardian Account

First Name

Last Name

Email

Desired User Name

Password

Re-enter Password

Link Students to Account

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

Student Name	Access ID	Access Password	Relationship
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	-Choose <input type="button" value="v"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	-Choose <input type="button" value="v"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	-Choose <input type="button" value="v"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	-Choose <input type="button" value="v"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	-Choose <input type="button" value="v"/>
6. <input type="text"/>	<input type="text"/>	<input type="text"/>	-Choose <input type="button" value="v"/>
7. <input type="text"/>	<input type="text"/>	<input type="text"/>	-Choose <input type="button" value="v"/>

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- 5) The bottom portion of this screen is where you enter your Student's name, your Access ID and your Access Password for that child. The Access ID and Access Passwords are the ones you get from your Student's School. Continue entering information for all of your Students
- 6) Click Enter when you have completed entering the information.
- 7) Congratulations! Your account has been created. You are now back at the original sign in page.
- 8) Now use your Username and Password (the ones you just made up and entered) to sign in on the original sign in page.
- 9) If, at any time, you forget your information, you can click on "Having trouble signing in?" Fill out the form and click Enter, an email will be sent to your email address with your missing information.

