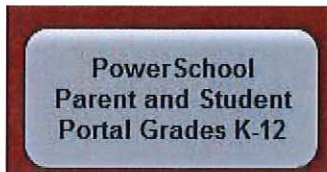


Instructions for creating a parent portal account

1. Go to Rossford's home page <http://www.rossfordschools.org>
2. Click on the PowerSchool Parent and Student portal button on the right side of the page.



3. Click on the Create Account tab
4. Click Create Account on the bottom right of the page.



5. Enter the information requested on the page.

A screenshot of the PowerSchool "Create Parent Account" form. The form is titled "Create Parent Account" and contains several input fields: "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". Below the "Password" field, there is a note: "Password must: *Be at least 6 characters long". At the bottom of the form, there is a "Link Students to Account" section.

6. Next enter the information about your child.


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 

Student Name

Access ID **(given to you by the school)**

Access Password **(given to you by the school)**

The access ID and password is not the same access ID and password your child uses to log into the computers at school. The access ID and password is given to you by the office. If you do not have the access ID and access password information please call your child's school office and request it.

7. At the bottom of the page click Enter

You can add all of your children to one account. They will appear as different tabs in the parent portal.

If you need help or have questions please call your child's school or Sandra Smith at 419-720-6700. You can also email me at ssmith@rossfordschools.org. If you are requesting access ID and password information include your name your child's name and school as well as his/her DOB.

Dear Rossford Schools Parents/Guardians,

We are very excited to inform you that the back- to -school forms are now available in the Parent Portal. As you know, we started something new with our yearly forms. We moved almost all of our forms online and made the forms available in the PowerSchool Parent Portal where you have 24/7 access to your student's grades and attendance. If you remember, we asked you to manually complete most of the information because we wanted to have accurate data in our system. This year, we pulled back much of that data and modified the form to make it easier to complete. It is very important that we have up-to- date information regarding your child, in the event of an emergency. We also need your approval for the field trip, Internet use and handbook forms. At the request of parents, there is now the option to pay school fees online. There is, however, a payment management service fee (3.49%) charged by the vendor. Online payment is not required, and you have the option to select Check/Cash, if that is your preferred payment method.

The forms can be completed from a computer or a mobile device. If you do not have Internet access or cannot remember your Parent Portal information for the reset password option, please contact Sandra Smith, Director of Technology, at 419-720-6700 or via email at ssmith@rossfordschools.org.

Instructions:

1. Log into the Parent Portal from our website at www.rossfordschools.org. The link to the Parent Portal is located on the right side of the page-- "PowerSchool Parent and Student Portal Grades PK-12." If you do not remember your password, you can reset it by providing the email and username associated with the account. If you do not remember that information, send an email to ssmith@rossfordschools.org with your name, your child's name, grade and date of birth.
2. Once logged in, scroll down to the InfoSnap Student Registration icon located on the bottom left side of the portal. Click/tap the icon to begin the forms. Review the information and correct any items that have changed, and fill in any information that is not already complete.

Note: If you have the PowerSchool app on your phone or other device, you cannot use the app to complete the forms. You must open a browser and log into the Parent Portal in the browser.