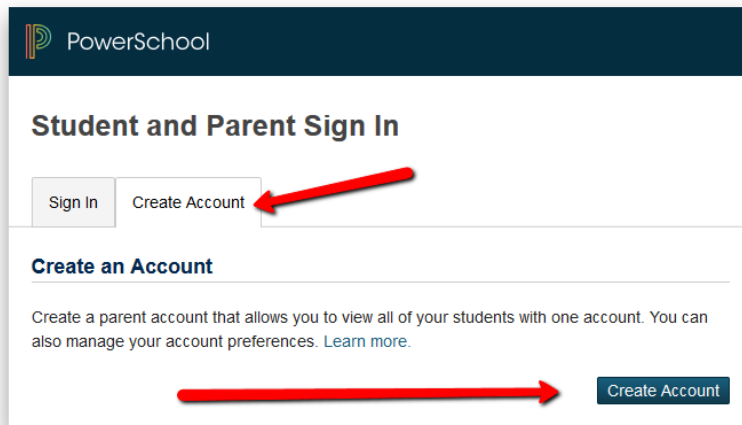


Instructions for creating a parent portal account

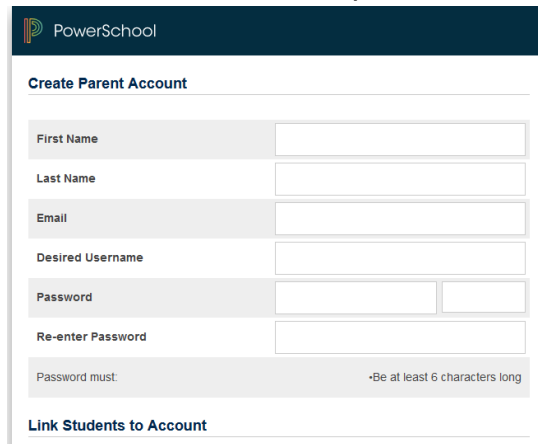
1. Go to Rossford's home page <http://www.rossfordschools.org>
2. Click on the PowerSchool Parent Portal button in the middle section of the page.



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

This screenshot shows the 'Student and Parent Sign In' page. At the top is the PowerSchool logo. Below it, there are two tabs: 'Sign In' and 'Create Account'. A red arrow points to the 'Create Account' tab. Underneath the tabs is a section titled 'Create an Account' with a horizontal line. Below this section, there is 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.](#)' At the bottom right of this section is a blue 'Create Account' button, with a red arrow pointing to it.

5. Enter the information requested on the page.

This screenshot shows the 'Create Parent Account' form. At the top is the PowerSchool logo. Below it is the title 'Create Parent Account'. The form contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password' (with a 'Show/Hide' toggle), and 'Re-enter Password'. Below the password fields is a note: 'Password must: •Be at least 6 characters long'. At the bottom of the form is a link that says 'Link Students to Account'.

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

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Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose <input type="button" value="v"/>

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.