THE LEONA GROUP

How to Create a Parent Account in PowerSchool

The PowerSchool Parent Portal allows parents and guardians of current students to access a variety of information concerning their child or children. Multiple students may be linked to a single Parent Portal user account. To create a new Parent Portal user account, follow these steps below
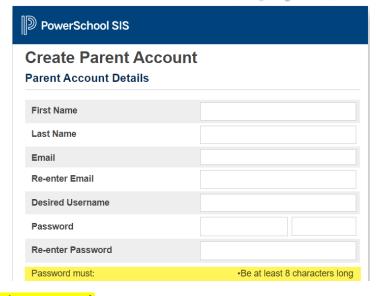
STEP 1: Go to tlgmi.powerschool.com/

STEP 2: From the home screen click on the "**Create Account**" tab, then click the **Create Account** button

STEP 3: Enter the parent/guardian account information: first name, last name, and email address. Each parent/guardian account must have a **unique email address and user name**

STEP 4: Create a Username and Password of your choosing (must be at least 8 characters long).
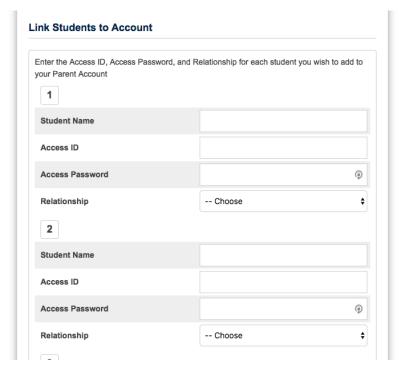NOTE: this is not the same as the AccessID and Access Password provided by the school (this is used in the next step)

[Write down or remember your new Username and Password – you will need these to log into your account when the setup is done (Step 6)]

STEP 5: **IMPORTANT**: You must have an Access ID and Access Password for each student that you would like to add to your account. Your student's school is able to send or email you a form letter with this information. A sample letter has been attached at the end of this document. ***Contact the school office if you need a new copy.***

From the letter that you received from the school, enter this information for each student that will be linked to this Parent Portal Account:
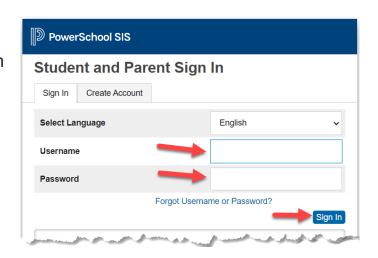
- Student Name
- Access ID
- Access Password
- Relationship

Relationship refers to your relationship to the student.

You may link additional students to your parent/guardian account. Click on **Enter** when all parent/guardian and student information has been entered

STEP 6. You will be redirected back to the Student and Parent Sign In page; enter the Username and Password that you created in STEP 4 earlier

NOTE: Do not enter Access ID and Access Password that you received from the school for the student

*We recommend that you keep your parent/guardian password private**

IF YOU HAVE ANY QUESTIONS ABOUT HOW TO CREATE A PARENT PORTAL ACCOUNT, PLEASE CONTACT YOUR STUDENT'S SCHOOL FOR HELP AND ASSISTANCE.

Revised: 1/21

SAMPLE PARENT LETTER FOR CREATING PARENT PORTAL ACCOUNT:

Saginaw Preparatory Academy
5173 Lodge Street
Saginaw, MI 48601
Phone: 989-752-9600

January 30, 2021

**CREATING A POWERSCHOOL
PARENT PORTAL ACCOUNT**

To the parents of ▓▓▓▓ ▓▓▓:

The administration and staff at Saginaw Preparatory Academy are excited to provide you with access to ▓▓▓▓ current grades and attendance via the internet. **Power School's Parent Portal** allows parents/guardians to create their own account, choosing the username and password, and then link each of their students to the parent's account.

To create a Parent Portal account you will need to <u>follow each of these steps</u>:

1. Open an internet browser on your computer or device (Google Chrome, Internet Explorer, Microsoft Edge, Firefox, Safari, etc).
2. Type **tlgmi.powerschool.com** into the address bar.
3. **IMPORTANT: DO NOT TRY TO LOGIN ON THIS SCREEN!** Click on the **[Create Account]** Button.
4. The first section on the new page, **Create Parent Account**, requires you to enter the following information to create your new parent/guardian account:
-- your first and last name,
-- the email address you wish to use to receive communications from PowerSchool
-- a unique username and password which you will use to login to PowerSchool **(you create your own user name and password)**
5. The second section on this page, **Link Students to Account**, requires you to enter the following information for at least one student:
       -- student's name: ▓▓▓▓ ▓▓▓
       -- Access ID: ▓▓▓▓▓
       -- **Access Password:** ▓▓▓

Be sure to enter the Access ID and Access Password **exactly** as shown or you will receive an error message!
6. Repeat Step #5 for each additional student you want linked to your Parent Portal account.
7. After you have completed creating an account you will be taken back to the Parent Portal sign In page.
8. Log in to PowerSchool using Username and Password that you just created (not the Web ID or Password above).
9. This will take you to your Parent Portal Dashboard. Use the nevigation tabs on the left to access your student's information.
10. Remember to log off when you are finished.

Revised: 1/21