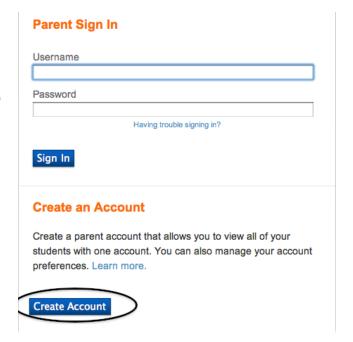# Single Sign-on Quick Start for PowerSchool

Parents/Guardians will now have one login for PowerSchool and can then add all the students they wish to monitor under that login for their convenience. The students will continue to have their own login information to view the student side.

Creating the Single Sign-on Account:

Go to PowerSchool Parent Sign In page: https://pschool.moorhead.k12.mn.us

1. You will now see a "Create Account" button that must be used the first time.

After September 26, 2011, previous login credentials will no longer work.

Parent Sign In

Username

Password

Having trouble signing in?

Sign In

Create an Account

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.

Create Account

2. After clicking on the "Create Account" button, you will enter information for the new account.
   NOTE: The Username will be generated from the First and Last name fields. Also, password MUST be a minimum of 6 characters.

Create Parent Account

First Name

Last Name

Email

Username (Refresh)   *Please enter your first and last name to automatically generate a username.

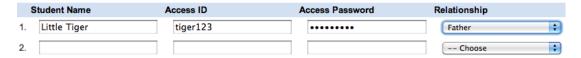Password(must contain a minimum of 6 characters):

Re-enter Password

3. The next step is to associate students with the newly created account. At least one student needs to be added during the creation of the Single Sign-on account. Other students can be added later if needed.
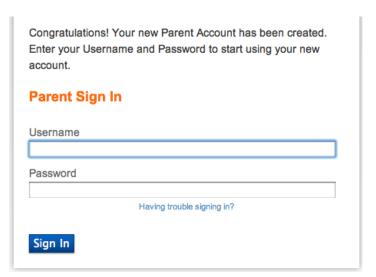
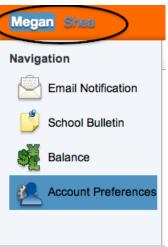*NOTE:* Access ID and password are case sensitive.

Link Students to Account

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

	Student Name	Access ID	Access Password	Relationship
1.	Little Tiger	tiger123	·········	Father
2.				-- Choose

4. Once you click "Enter," you will be brought back to the Parent Sign In screen and able to log in with your newly created account.

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

Parent Sign In
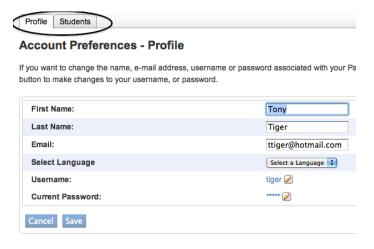
Username

Password

Having trouble signing in?

Sign In

5. Once logged in, each student linked to the Single Sign-on account will appear above the left-hand navigation.

6. To make changes to your information or to add additional students to this account go to **Account Preferences.**

Megan Shea

Navigation

✉ Email Notification

📝 School Bulletin

💰 Balance

👥 Account Preferences
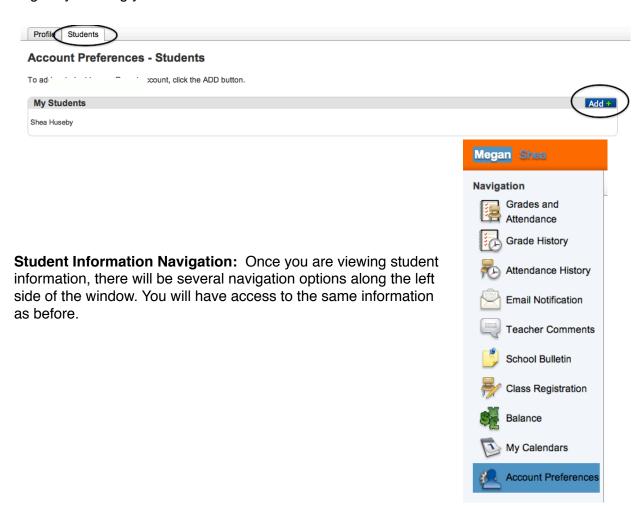
Account Preferences

Profile:

You can change your profile information at any time by changing the data in each field or clicking on the pencil icon next to Current Password.

Add Students:

If not done during original creation of the account, you can add more students by clicking on the "Add" button. You will then be presented with a screen similar to the one you saw when originally creating your account.

Student Information Navigation: Once you are viewing student information, there will be several navigation options along the left side of the window. You will have access to the same information as before.

Having Trouble Logging In?

You will now have the ability to recover a forgotten username or password. Simply click on "Having trouble signing in?" on the Parent Sign In page.

Username

Password

Having trouble signing in?

From there, decide what it is you need to recover and enter the required information under the appropriate tab.

Recover Account Sign In Information

To recover your account sign in information, provide the information below.

Forgot Password?	Forgot Username?

Username

Email Address

Enter

Click "Enter" and you will receive an email with your new password, or username at the email address used to create the account.