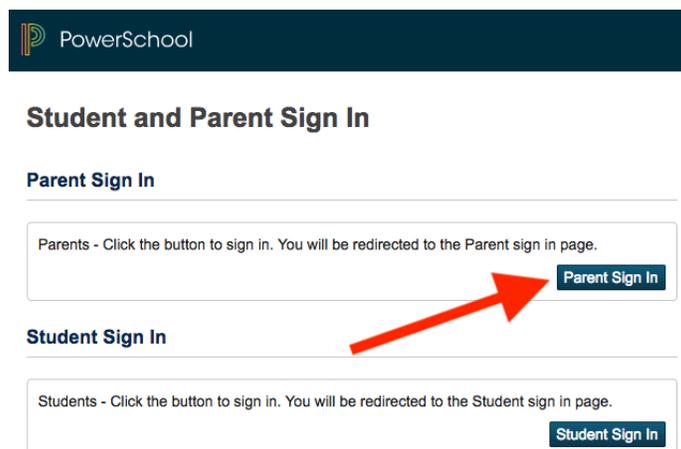
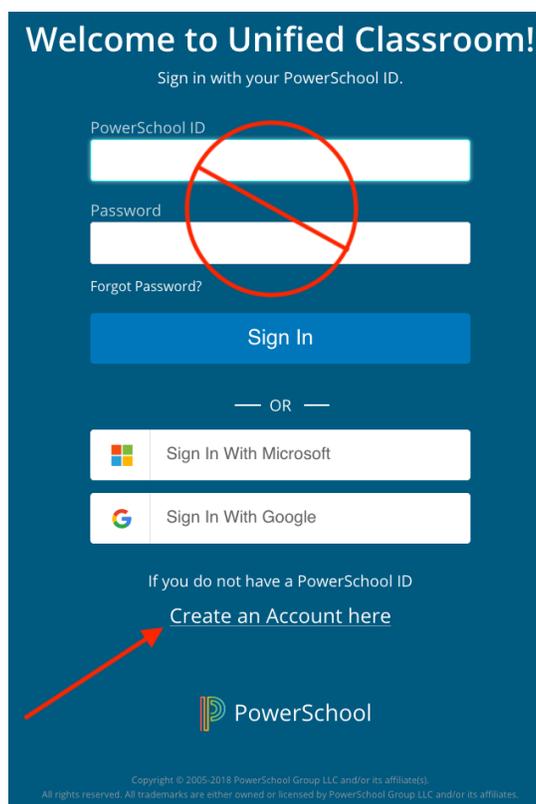


Step-By-Step Instructions To Create A Unified Classroom PowerSchool ID

1) To create a Unified Classroom PowerSchool ID, start by clicking on the Student and Parent login quick link on the <https://www.ndapandas.org/quick-links.aspx> and selecting the [ParentSignIn] button.



2) The main thing is to realize that the second screen you will see is not where you login at this time even though it looks like you should. You must first select the **[Create an Account here]** link instead to begin the process of creating a Unified Classroom PowerSchool ID. You may need to scroll down to see that link.



3) That will start you on the path to the creation of your new PowerSchool Unified Classroom PowerSchool ID.

Set Up Your New PowerSchool ID

Unified Classroom uses a new global PowerSchool ID. Please enter a new username and password.

First Name Required

Last Name Required

PowerSchool ID (email) Required

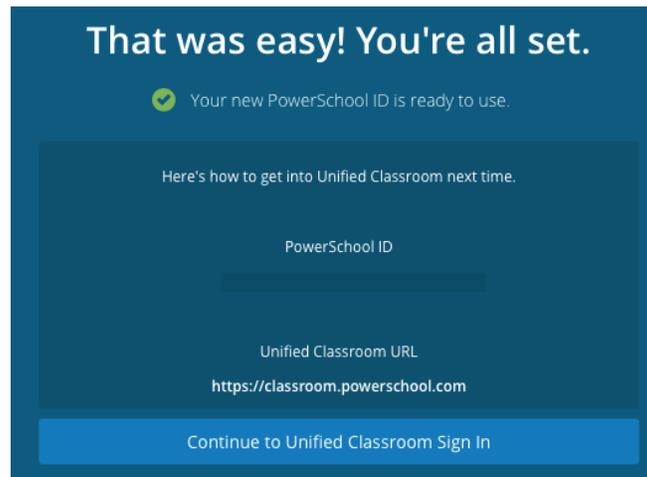
Password Required

Confirm Password Required

Create PowerSchool ID

- Enter your own First Name as the parent.
- Enter your own Last Name as the parent.
- Enter your PowerSchool ID user name. This needs to be the complete email address of one of your active email addresses
- Enter a password of your choosing. The password must be a minimum of eight characters and should contain at least one lower case letter, one upper case letter, and either at least one number or a special character.
- Confirm the password you just created
- Select the [**Create PowerSchool ID button**].

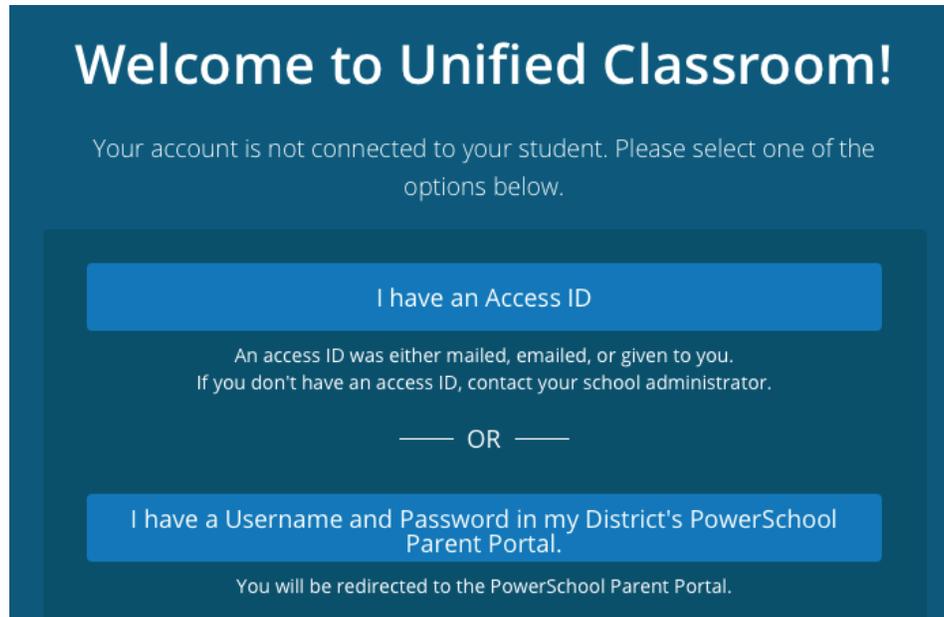
4) The next screen confirms your account creation. Select the **[Continue to Unified Classroom Sign In]** button. Check the information list to be sure your sign information is listed as you expect it to be.



5) **Sign into your PowerSchool Unified Classroom account** using the PowerSchool ID (i.e your email account) and Password for the account you just created. Select the **[Sign In]** button.



6) **Link your parent account to your daughter's PowerSchool information.** At this point the setup process diverges as shown in the training video on Parent Account Creation along two paths depending on whether this is the first time you have used PowerSchool (Part 1 in the video) or if you are a returning parent and already have created a parent account in the PowerSchool SIS (Student Information System.)



6.1) **If you are new to PowerSchool**—you will follow the process from Part 1 in the video and must first obtain your daughter's Access ID and Access Password. The NDA PowerSchool administrator will provide this to you by either an email or a letter. If you do not have this information at this time, you may leave the set up process and return when you have obtained the Access ID and Password.

Welcome to Unified Classroom!

Student Name

Access ID

Access Password

Add Another Student

Continue

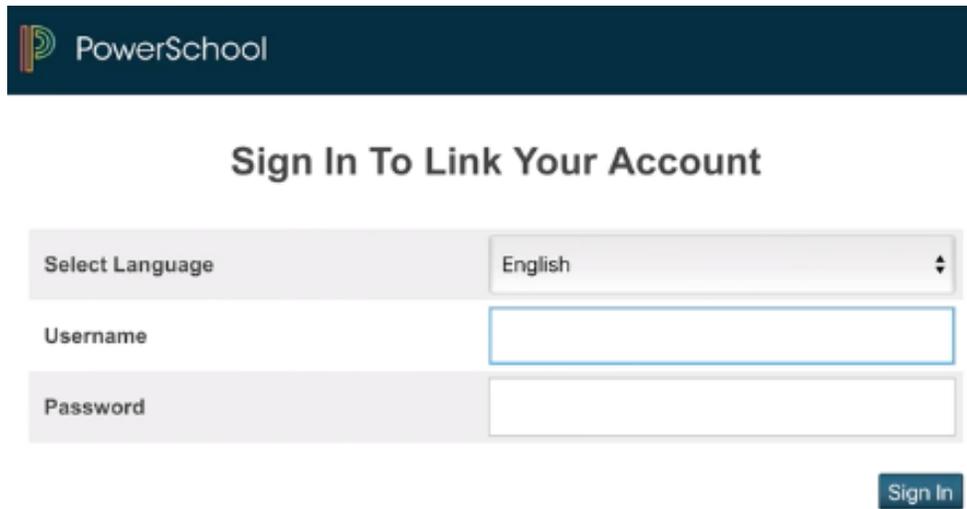
- Select the first Option on top [**I have an Access ID**]
- Enter your daughter's legal first and last names in the Student Name field.
- Enter your daughter's Access ID in the Access ID field. Your daughter's Access ID is her seven digit PowerSchool Student Number.
- Enter your daughter's Access Password as provided to you.
–Notice that if you have multiple daughters to link to your parent account, you can do that on this screen provided you have all of their Access ID and Access Password information.–
- Select the [**Continue**] button when you are finished.

This completes the parent account creation process for a new parent. The [Continue] button will take you to your parent dashboard page in PowerSchool Unified Classroom. Please continue with Step 7 to finish your parent account Profile and Settings.

OR

6.2) If you are a parent with an existing PowerSchool SIS parent account–You will follow the steps outlined in Part 2 of the training video. Select the second option: [**I have a Username and Password in my District's PowerSchool Parent Portal.**] (Note: Even if you have your daughter's Access ID and Access Password from before, PowerSchool sends you back to this method if it sees you have an existing parent account. If you cannot remember your current parent account information, please contact the NDA PowerSchool account administrator for help.)

- This will take you to a sign in page where you will sign in to your existing PowerSchool SIS parent account.

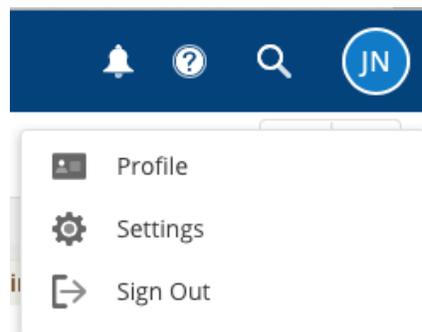


The image shows the PowerSchool login interface. At the top is the PowerSchool logo. Below it is the heading "Sign In To Link Your Account". The form includes a "Select Language" dropdown menu set to "English", a "Username" text input field, and a "Password" text input field. A "Sign In" button is located at the bottom right of the form.

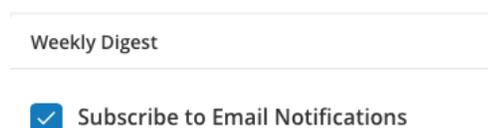
- Enter your existing parent account Username and Password in the fields provided.
- Select the **[Sign In]** button.

This completes the parent account conversion upgrade process for an existing parent account. The [Sign In] button will take you to your parent dashboard page in PowerSchool Unified Classroom. Please continue with Step 7 to finish your parent account.

- 7) **Optional**–Configure your account Profile and Settings to automatically receive notifications–
- From the dashboard screen, Select your **[User Icon]** circle with your initials in the upper right corner and select the **[Profile]** option.



- On the Profile page, you will need to select the check box under Weekly Digest to **[Subscribe to Email Notifications]** if you wish to receive automatically generated messages from PowerSchool Unified Classroom. For some reason, PowerSchool leaves this box deselected by default.



The image shows a form for the "Weekly Digest" section. It features a horizontal line above the text "Weekly Digest". Below this, there is a checked checkbox followed by the text "Subscribe to Email Notifications".

- Return to the [User Icon] in the upper right corner and this time select the [Settings] gear icon.
- On the Settings page, select the [Learning > My Account] button.
- On the My Account screen, select the [Notifications] tab.



The Notifications tab contains a long list of check boxes that define what events in PowerSchool Unified Classroom will automatically trigger a notification to be sent to you. If you provide a mobile phone number, you can opt into having SMS text messages sent to you. Select or deselect the checkbox options to fit your needs. These can be changed later if you prefer.

Once you have created your Unified Classroom Account, your new login URL is:

<https://classroom.powerschool.com>. Don't use the Quick Links parent account creation login any longer. That link is just to start the process to create the Unified Classroom PowerSchool ID login.

There is a good help page when you are in Unified Classroom that I think should familiarize you with the new parent portal and answer most of your questions. The link to that help page is:

<https://docs.powerschool.com/UCHSP>

These links and more information about PowerSchool also can be found on the PowerSchool page on NDA's website.

<http://www.ndapandas.org/academics/powerschool.aspx>

Please contact me with any questions you may have or if you run into a problem setting up your Unified Classroom PowerSchool ID login to the parent portal.

Sincerely,

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