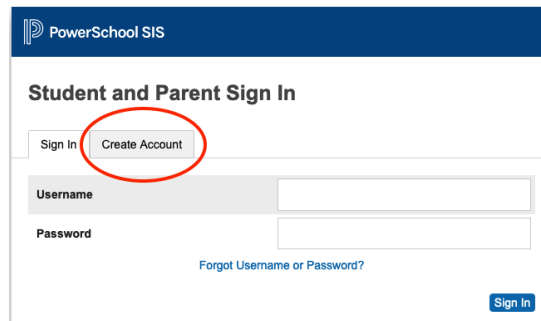


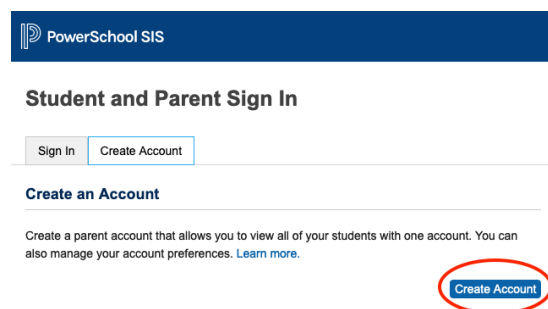
How To Create A PowerSchool SIS Parent Account

1. Before you begin to create a parent account in PowerSchool, you will need the Access ID and Access Password for you daughter so you can link to her PowerSchool information. The Access ID and Access Password also serve as a security feature preventing non-NDA parents from attempting to create a parent account. If you do not have your daughter's Access ID and Access Password information, please contact NDA's Registrar and Data Systems Manager, Raymond Schlosser, by email at schlosserr@ndapandas.org or by phone at 859-292-1846.
2. Use an Internet browser to navigate to: <https://ndapandas.powerschool.com/public> A Quick Link to this web page is available on the NDA website under Quick Links (found in the upper right corner) > PowerSchool Parent and Student Sign In.
3. On the Student and Parent Sign In page, select the [Create Account] tab. Do not attempt to sign in on this page using the Access ID and Access Password. They are not your parent account username and password. You must first create a parent account wher you will create the username and password you want to use.




The screenshot shows the PowerSchool SIS login page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page title is "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". The "Create Account" button is circled in red. Below the buttons are two input fields: "Username" and "Password". There is a link "Forgot Username or Password?" below the password field. A "Sign In" button is located in the bottom right corner.

4. On the next screen, click the [Create Account] button in the lower right corner.



The screenshot shows the "Create an Account" page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page title is "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below the buttons, there is a section titled "Create an Account" with a description: "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.](#)" The "Create Account" button is circled in red.

- The Create Parent Account screen is where you fill in the information to actually create your parent account. All of the fields are required. If you have more than one daughter at NDA, you can link multiple daughters (up to 7) on the same form provided you have the Access ID and Access password for each of them. Each parent may create a separate account if desired.



Create Parent Account

Parent Account Details *All fields are required.

First Name	Parent First Name
Last Name	Parent Last Name
Email	Parent email account for password recovery
Re-enter Email	Confirm parent email
Desired Username	New parent username–The username is not case sensitive when signing in.
Password	New parent password Password strength help
Re-enter Password	Confirm password

Password must: •Be at least 8 characters long

(Your password should contain at least one upper case letter, one lowercase letter, and at least one number or special character. It is case sensitive when you sign in to PowerSchool.)

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account (If you do not have the parent letter with the Access ID and Access Password, contact Mr. Schlosser at schlosserr@ndapandas.org or 859-292-1846.)

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Student Name	Daughter's First and Last Name as in PowerSchool
Access ID	Access ID as provided
Access Password	Access Password as provided
Relationship	-- Choose Select your relationship from the drop down list.

- Be sure to scroll to the bottom of the page and select the [Enter] button** to complete your account. Creation. You can then return to the Student and Parent Sign In page and test your new parent account.