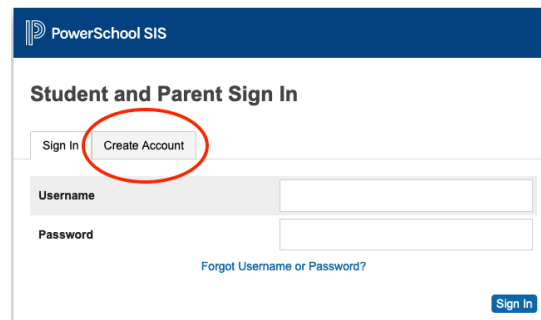


# How To Create A PowerSchool SIS Parent Account

**Please Note**—These instructions are for parents who are creating a PowerSchool parent account for the first time. If you already have an account for another daughter (even if she graduated), the process is somewhat different. You will add your daughter to the existing parent account under your profile page. If your daughter is an alumna, you may need to contact me to activate your existing parent account. Instructions for adding a student to an existing parent account can be found on the NDA web page by following the Resources > PowerSchool > How to Add a Student to an Existing PowerSchool Parent Account.

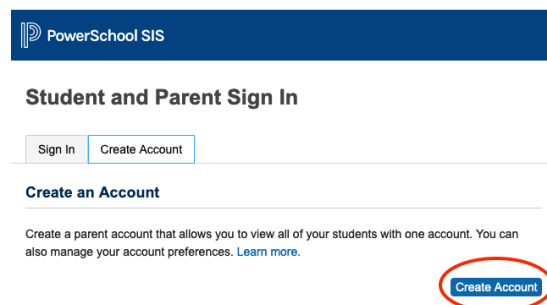
<https://www.ndapandas.org/current-students/resources/powerschool>

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](mailto:schlosserr@ndapandas.org) or by phone at 859-292-1846.
2. Use an Internet browser to navigate to: <https://ndapandas.powerschool.com/public> A link to this web page is available on the NDA website under Resources (found in the upper right corner) > PowerSchool > Login To PowerSchool.
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 where you will create the username and password you want to use.




The screenshot shows the PowerSchool SIS login page. At the top is a blue header with the PowerSchool SIS logo. Below it is the title 'Student and Parent Sign In'. There are two tabs: 'Sign In' and 'Create Account'. The 'Create Account' tab is circled in red. Below the tabs are input fields for 'Username' and 'Password'. A link 'Forgot Username or Password?' is located below the password field. A 'Sign In' button is 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. It has the same blue header and title 'Student and Parent Sign In' as the previous page. The 'Sign In' and 'Create Account' tabs are present, with 'Create Account' being the active tab. Below the tabs is the heading 'Create an Account'. A paragraph of text explains that this is for creating a parent account to view all students with one account. A link 'Learn more.' is provided. A 'Create Account' button is in the bottom right corner, circled in red.

5. 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.

 PowerSchool SIS

## 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

**Link Students to Account** (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.)

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.)

1

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 <span>Select your relationship from the drop down list.</span>

6. **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. Once you have a parent account, you can also use it to sign into the PowerSchool Mobile app. To set up the PowerSchool Mobile app, you will be asked for NDA's district code. That district code to be sure to link to our Park Hills NDA is DZSL.