

PowerSchool - Parent Portal Guide

PowerSchool's parent portal gives parents the ability to view their student's records. As a parent/guardian, you will create your own User Name and Password. Before you create your account, you will need your student(s) Access ID and Access Password. You will also need access to the Internet and an e-mail address.

1. Go to <https://ps-dubuque.gwaea.org>
Click the Create Account button.

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. This next screen is where you will setup access to all your students.

- a) Enter your First Name, Last Name and Email address. The email address **MUST** be unique. No other PowerSchool user can use this email address to set up an account.
- b) Enter a User Name (no apostrophe's, period or @ allowed)

- c) Enter a Password (no apostrophe's, period or @ allowed)

Note: Should you enter something incorrectly, the edit checks will catch the error and blank out many of the fields. You must re-enter the information for the record to be created.

Create Parent/Guardian Account

First Name

Last Name

Email

Desired User Name

Password Strong

Re-enter Password

Link Students to Account

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

	Student Name	Access ID	Access Password	Relationship
1.	Alex Toll	2664	Father, natural/adoptive
2.				-- Choose
3.				-- Choose
4.				-- Choose
5.				-- Choose
6.				-- Choose
7.				-- Choose

enter

- d) Enter the name of each student you wish this account to associate with.
- e) Enter the Access ID and Access Password for each student. Keep your student's record safe by keeping the ids/passwords private. Never share or give out your passwords.
- f) Select your relationship to the student.

3. If you have AccessIDs and Passwords for other students in your family, you can add them at this time. If not, they can always be added later. Click Enter when you have completed.

4. Assuming you are successful, you will receive this message:

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

If a Parent/Guardian share the same email account, only one Parent/Guardian may access the account at a time. It is important that you DO NOT let your browser save the PowerSchool password. It will prevent you from logging in a 2nd time.

After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your students. Select a name to view the student's record.



What if you forget your login information?

On the login page, click 'Having Trouble Logging In?' and follow the on-screen instructions. As always, you can contact your school if you are having problems with the PowerSchool Parent Portal.

The image shows a 'Login' form with a grey header. Below the header, there are two input fields: 'User Name' and 'Password'. Below the 'Password' field, there is a link that says 'Having trouble logging in?'. At the bottom right of the form, there is a blue 'Submit' button. A black arrow points from the text 'Having trouble logging in?' in the text block to the link in the form.