

Single Sign-On How-To

Parent/Guardian Sign-On to
PowerSchool Parent Portal

SSO Described

- o District 187 has enabled single sign-on (SSO) to the PowerSchool Parent Portal.
- o This allows you to view each of your students' information through the use of one login. Also, parents and guardians will no longer have to share logins as each parent or guardian can set up his or her own unique login and password.
- o Whether you have one or more students, you must create a new login account to access the Parent Portal.
- o [Note: students will continue to log in using their own student web ID and password.]

Access Id/Passwords

- o To create your account, you will need your office-issued Access ID and Access Password for each student you want to associate to your new account.
- o You will receive this information by mail, or you may call the school office.
- o Please note that these Access ID's can no longer be used for logging into the Parent Portal.
- o Instead, parents must use the Access ID's to create a new single sign-on account.

North Chicago Community High School
1717 17th Street
North Chicago, IL 60064-2052

Phone: 847-578-7400
Fax: 847-689-7473

8/26/15

To the Parents of: Student Name

Dear Parent(s)/Guardian(s):

North Chicago School District 187 uses PowerSchool, a web-based student information system, that allows you to access your daughter's current grades and attendance and to email teachers through the PowerSchool Parent Portal.

District 187 is now using a new feature called Single Sign-on for parent portal access, which allows parents/guardians to use one login and password to view information for all of their students using a single login and password.

You will need your Access ID and Access Password, shown below, to (1) create an account and (2) to associate each of your students with this account. You must enter your access password exactly as printed below to create your own access account. This letter may be shared with other family members who wish to create their own access accounts.

Use the following information to create your new single sign-on account.

To create your new account and to access the portal, go to the following web address:

Portal Web Address: <https://d187.powerschool.com/>

Your Single Sign-On Parent Access ID is: Login Info
Your Single Sign-On Parent Access Password is:

If you have any comments/questions please contact your school secretary at 847-578-7400.

Important Note: Students do not need to create a Single Sign-On Account. Instead, your daughter will use the following login information to view grade and attendance information on PowerSchool.

PowerSchool Portal Web Address: <https://d187.powerschool.com/>

Your Student Confidential ID is: Login Info
Your Student Password is:

Sincerely,

Venessa Woods, Principal

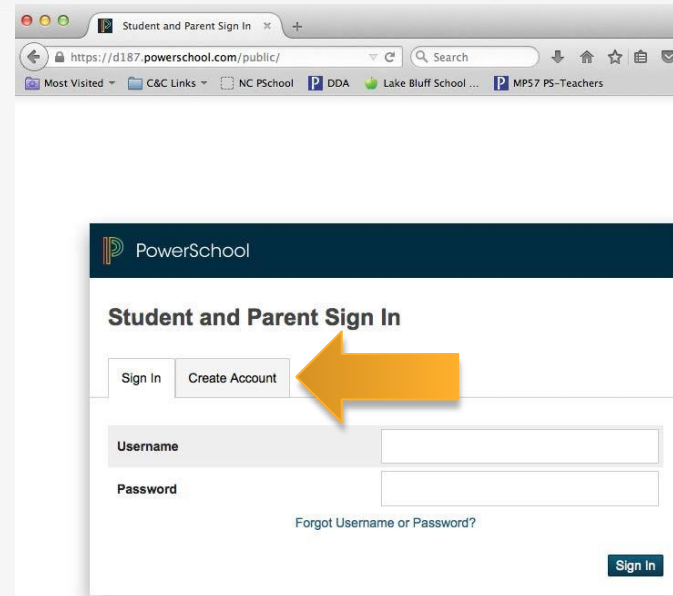
Step 1: Web Address

o Point your web browser to this address:

[o https://d187.powerschool.com](https://d187.powerschool.com)

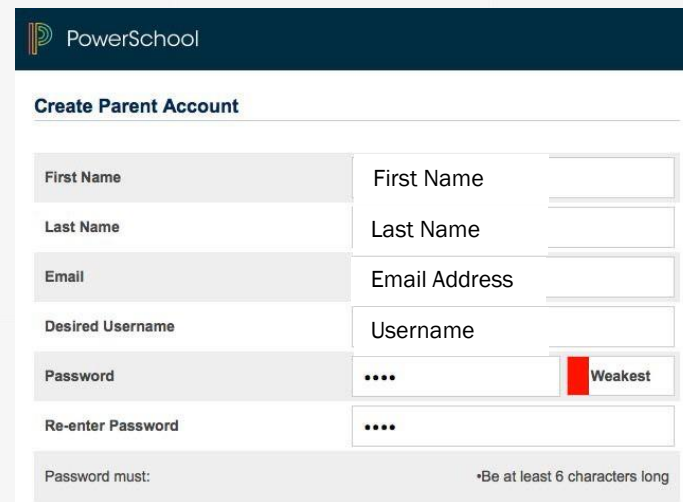
Create Account Tab

Click the Create Account tab



Enter Parent Account Info

- o Enter your first and last name.
- o Enter your email address—Note: the email address for every user must be unique. If individual parents/guardians share the same email address, set up only one account.
- o Desired username—enter the username you would like to use when logging into the PowerSchool Parent Portal. Do not use an email address or any special characters (such as @ # \$ % ^ & * , ! ~ | \ / ?).
- o Password—enter the password you would like to use when logging into the PowerSchool Parent Portal. Do not use an apostrophe, and the password must be at least 6 characters.



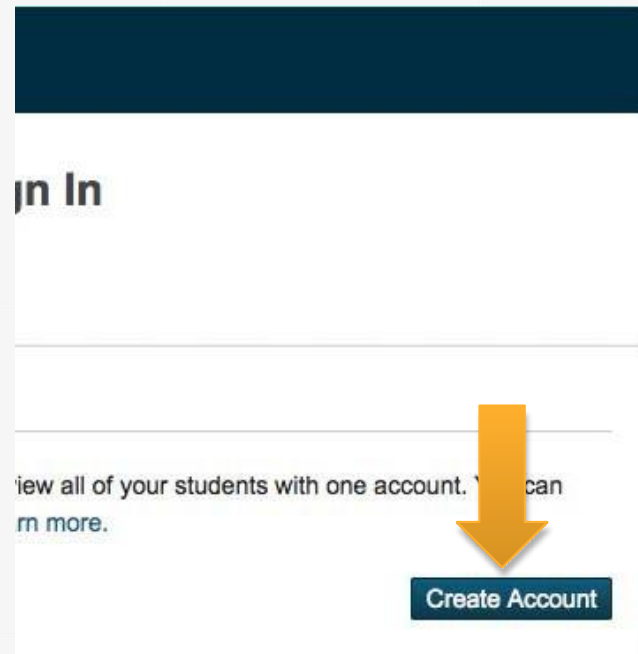
The screenshot shows the 'Create Parent Account' form in the PowerSchool system. The form is titled 'Create Parent Account' and is located under the PowerSchool logo. It contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. The 'Password' field has a strength indicator showing 'Weakest' with a red bar. Below the form, there is a note: 'Password must: *Be at least 6 characters long'.

Field Label	Input Field Label
First Name	First Name
Last Name	Last Name
Email	Email Address
Desired Username	Username
Password Weakest
Re-enter Password

Password must: *Be at least 6 characters long

Create Account Button

- Click the blue Create Account button



Associate Student(s) to Account

- o Enter the name of each student you wish to view.
- o Enter the Access ID and Password for each student. Note: these are case sensitive.
- o Select your relationship to the student.
- o Click Enter when done.
- o Note: you may also add students from the portal later.

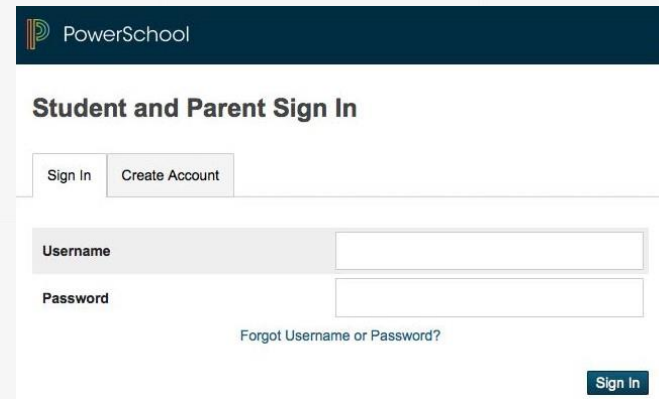
Link Students to Account

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

1	
Student Name	Student Name <input type="text"/>
Access ID	Access ID <input type="text"/>
Access Password	Access Password <input type="password"/>
Relationship	Relationship <input type="text"/>
2	
Student Name	Student2 Name <input type="text"/>
Access ID	Access ID <input type="text"/>
Access Password	Access Password <input type="password"/>
Relationship	Relationship <input type="text"/>

Email Confirmation

- After you have created your account, you will be taken back to the portal login.
- Enter the username and password you just created.
- You will also receive an email confirmation.



The screenshot shows the PowerSchool login interface. At the top, there is a dark blue header with the PowerSchool logo and name. Below the header, the title "Student and Parent Sign In" is displayed. There are two buttons: "Sign In" and "Create Account". Below these buttons are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form area.

Viewing Student Info

After logging in, you will see a series of tabs under the PowerSchool logo listing your student family members.

Select a name to view that student's information.

The screenshot displays the PowerSchool Parent Account interface. At the top, a dark blue header shows the user's name as "Name1 | Name 2". Below this is a navigation menu with the following items: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, Class Registration, Balance, and Account Preferences. The main content area is titled "Account Preferences - Students" and has two tabs: "Profile" and "Students". A green notification bar at the top of the "My Students" section says "Changes Saved". Below this, there is a message: "To add a student to your Parent account, click the ADD button." and two input fields labeled "Student 1 Name" and "Student 2 Name". A yellow arrow points to the "Name1 | Name 2" header.

Adding Students

- From the portal, click Account Preferences, then the Student tab to add students from your family.
- You will need the Access ID and Password for each student.

The screenshot displays the 'Account Preferences - Students' interface. On the left is a 'Navigation' menu with options: 'Grades and Attendance', 'Grade History', and 'Attendance'. The main area has two tabs: 'Profile' and 'Students', with the 'Students' tab selected. An 'Add' button is located in the top right corner of the main area. Below the tabs is the 'Add Student' form, which contains three input fields: 'Student Name', 'Access ID', and 'Access Password'. The 'Access ID' field contains a series of dots, and the 'Access Password' field contains a series of dots. A blue question mark icon is located below the form. At the bottom left of the interface is an 'Account Preferences' icon.

Notes

- o If parent/guardians share the same account, only one person may access the account at the same time.
- o Note: do not set your browser to remember passwords on this site. It will cause your password to appear not to work.
- o If you forget your username or password, click the Forgot Username or Password link on the sign-in page of the portal.

Thank you

- o Thank you for helping your student achieve by viewing their grade and attendance information.