



Create Parent/Guardian Account

The following are directions to set-up your Parent/Guardian Account to access your child's or children's information through our Parent Portal. If you are having trouble setting up your account please send an email to parentportal@wasd.org.

You will need to go to the Parent Portal login page:

<https://powerschool.wasd.org/public>

You will see the following screen:

NOTE: You can also access the Parent Portal Page from the WASD Website.

STEP 1: Click Create Account Button
(The screen below will appear)

Login

User Name

Password

[Having trouble logging in?](#)

Submit

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)

Create Account

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	-- Choose
3.		-- Choose	-- Choose
4.		-- Choose	-- Choose
5.		-- Choose	-- Choose
6.		-- Choose	-- Choose
7.		-- Choose	-- Choose

enter

STEP 2: Setup Account

(This is where you will setup access to ALL your students.)

- Enter Parent/Guardian First Name
- Enter Parent/Guardian Last Name
- Enter an E-Mail address – **NOTE:** The E-mail address MUST be unique. If Parent/Guardians share the same E-mail address, you should only set up one parent access account.
- Enter User Name (No apostrophe and do not use any E-mail address).
- Enter Password (No apostrophe and it must be at least six characters)
- Enter the Name of each Student you wish to associate with.
- Enter the Access ID and Access Password for each student
****Access ID and Access Password have been printed on the cover letter.****
- Select the relationship you are to the student

STEP 3: Click Enter when you have completed linking all of your children to your account

NOTE: After successful account creation you will receive the following message.

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

Login

User Name

Password

[Having trouble logging in?](#)

Create Parent/Guardian Account

STEP 4: Type your username and password you just created to login into Powerschool Parent Portal.

****Do not set your browser to save passwords to this site!****

- After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your student family members (Fig 5).
- Select the appropriate name to change the page to that student's information

NOTE: If Parent/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at a time.



Figure 5

Login

User Name

Password

[Having trouble logging in?](#)

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