



## 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](mailto: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)

**Create Parent/Guardian Account**

First Name:

Last Name:

Email:

Desired User Name:

Password:   Strong

Re-enter Password:

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**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

### 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's 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 students 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.



## 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.

**Login**

User Name

Password

[Having trouble logging in?](#)

**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.](#)



Figure 5

## What if you forget your login information?

**STEP 1:** On the login page click on Having Trouble Logging in?

### If you forgot your Password:

- Click on the “Forgot Password?” Tab
- Fill in your User Name
- Fill in your E-Mail Address
- Click Enter
- The system will authenticate your information and send you a Security Token with instructions on how to reset your Password to the E-Mail address listed.

**\*\*The Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to re-set the Password in that allotted time, you will need to repeat the process.\*\***

### If you forgot your User Name:

- Click on the “Forgot User Name?” Tab
- Enter your E-Mail Address
- Click Enter
- The system will authenticate your information and send you an E-Mail listing your User Name.

**Login**

User Name

Password

[Having trouble logging in?](#)

**Recover Account Login Information**

To recover your account login information, provide the information below.

User Name

Email Address