

# PARENT PORTAL

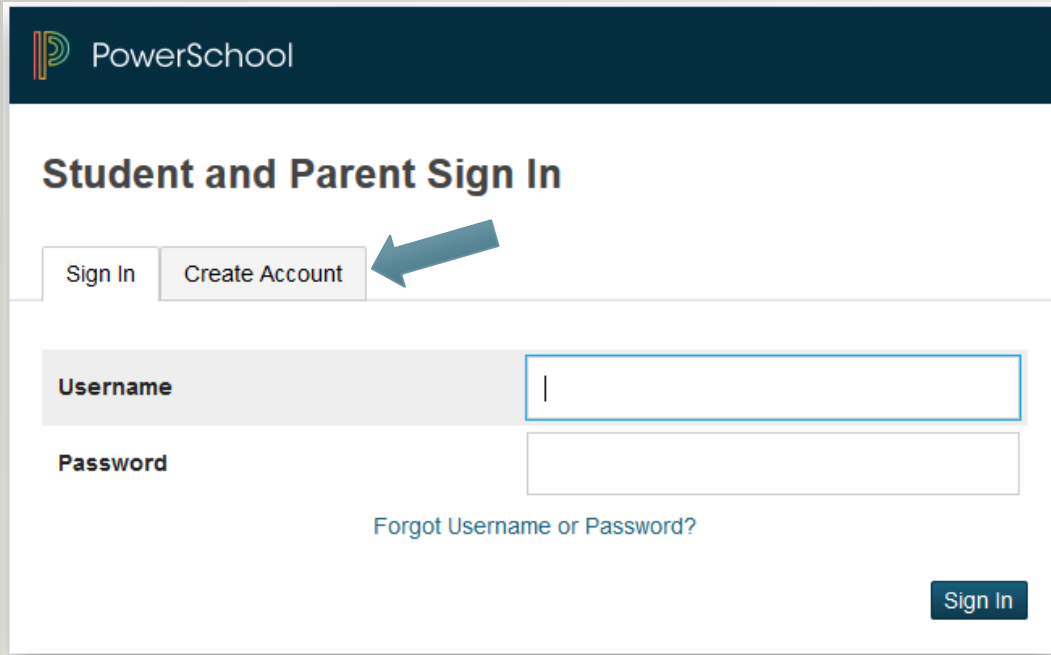
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**GUIDE FOR PARENTS**

# CREATING YOUR ACCOUNT

## Creating Your Parent Account

- Open up a web browser and navigate to <https://pschool.beaufort.k12.sc.us/public/>
- The first time you logon to the parent portal, click the **Create Account** tab. This will allow you to set up your username/password and tie students to your account.
- Fill out the required information on the screen and choose your desired username and password
- Under the **Link Students to Account** section, enter your student's name and the **Access ID** and **Access Password** you received from the school. Choose the relationship to the child.
- Add additional children (Access ID and Password required) to link all children to your account so that you only have to sign in one time to view all your children's information. Every child has a different access ID and Password. You will need to get that from the school before adding that student.
- Click the **Submit** button at the bottom of the page
- Login to your account to view your children's information



PowerSchool

### Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

# Parent Portal Overview

When your first login to Parent Portal, you will see several menu selections on the left. These selections represent the various information you have access to as a parent. The screen opens to the grading and attendance screen.



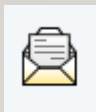
**Grades and Attendance** is the default screen that opens when you first login to Parent Portal. This will give you an overview of your child's current grades and attendance history. To see more information about a grade, simply click on the grade to see the list of assignments that made up the current grade. You can also click on any of the absence to see when your child was absent.



**Grade history** will show you your child's historical grade record.



**Attendance history** will show you your child's attendance for the entire year. You can also view the last two weeks of attendance for your child on Grades & Attendance. A legend is located at the bottom of the screen so you know what the attendance codes mean.



**Email notification** allows you to set up alerts that will come to your email. You can sign up for a variety of alerts as well as the type of information you want to see. You can also set up additional email addresses for information to go to. If you have multiple children, you can apply changes to all your children globally or choose different notification settings for each child.



**Teacher Comments** show remarks regarding class assignments or grades from your student's teachers.



**School Information** is very important for your school. The information contained in this section is what is on official record in the school.



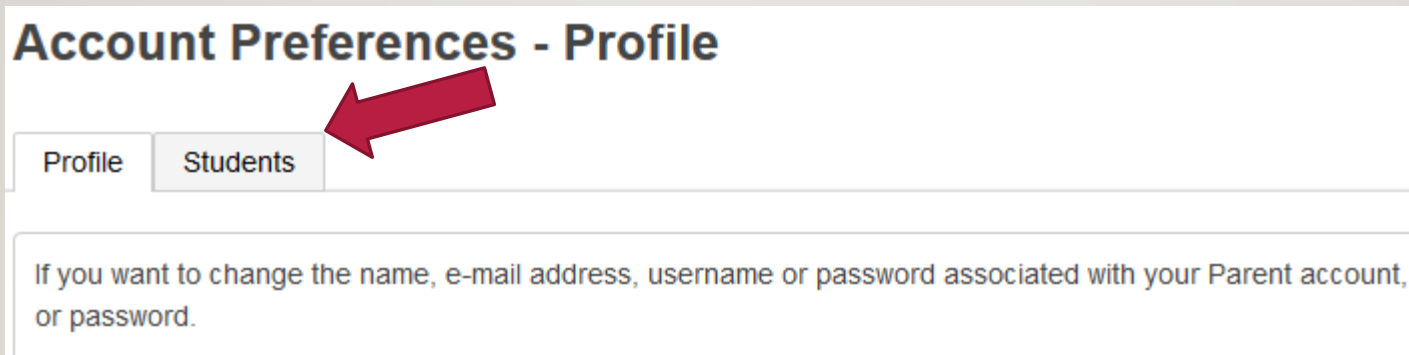
**Account Preferences** lets you change some of your information. You can change your name and email address if you choose. You can also change your username or password by clicking the pencil icon next to those fields. This is also the screen where you can add additional children to your parent portal account so that you only have to login one time to see all your children's information. To add another child to the account, see the directions below.

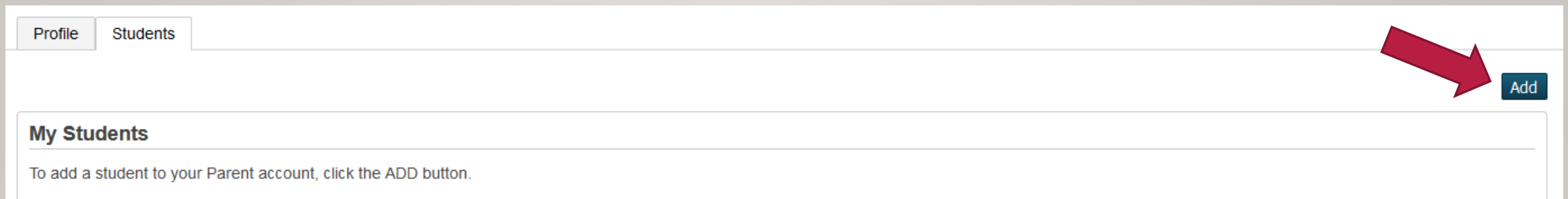
**Other Menu Items** include Class Registration, IGP Success Viewer, Curriculum Browser, School Bulletin and My Calendars

## Adding Additional Children to your Account

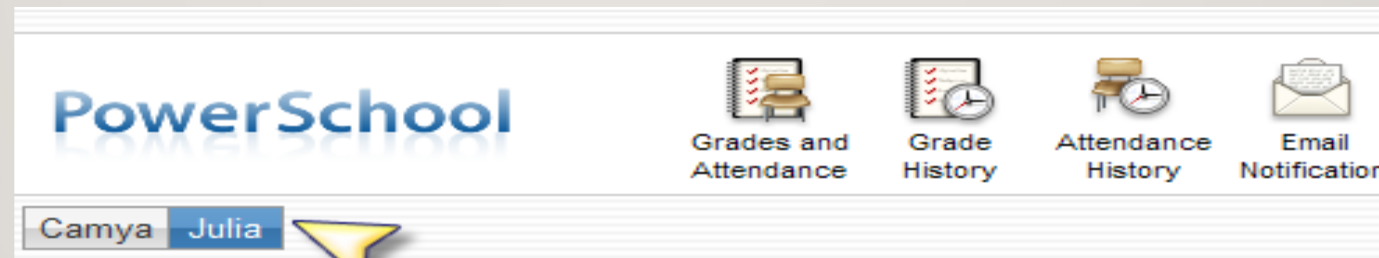
Parent portal allows you to combine all your children into one account. The benefit of this is that you only have to login one time to see all your children's information. You can set up all your children when you first sign up for an account, or just set up one of your children and add the rest later. The directions below will walk you through how to add additional children to your existing account.

- Login to Parent Portal with your Username and Password
- Click on [Account Preferences](#)
- By default, the [Profile](#) tab opens up. This allows you to change your account information (name, email, username and password).
- Click the Students tab, next to the profile tab at the top of the window





- You will see *Your Students* listed. To add another child, click the *Add* button in the top right box
- Fill out the required information (Student Name, Access ID and Access Password for that child and the relationship) **REMEMBER: EVERY CHILD HAS A DIFFERENT ACCESS ID AND PASSWORD. YOU WILL NEED TO GET THAT FROM YOUR SCHOOL BEFORE SETTING UP ACCOUNTS.**
- Click the Submit button when you are finished
- Once you set up additional student accounts, you will see them appear as tabs across the top of the page, under the PowerSchool logo. You can switch from child to child by clicking on their tab.



## Logging Out

*If you are using the Parent Portal on a work computer or public place, you will want to logout to make sure no one else can access your account. To Logout, click the Logout button located at the top right corner of the page.*