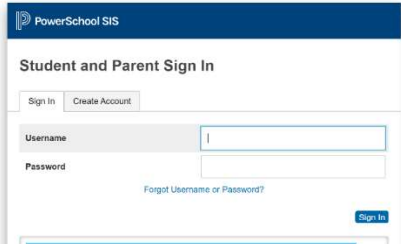


Creating a Parent Portal Account

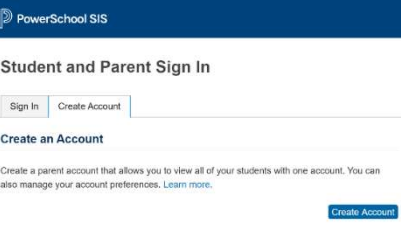
1: Visit <https://rock-hill.powerschool.com/public>

If you previously have had a Parent Portal Account for your student(s), you can enter your username and password.

<https://rock-hill.powerschool.com/public/home.html>



2: If you have never had a Parent Portal account, please click on Create Account



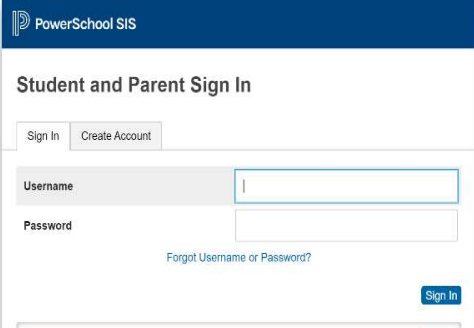
3: Create your Parent Account

Be sure to provide all information, if you have previously created an account with the same email address it will not allow you to create a new one.



4: A confirmation link will be sent to your email. It takes about 5 minutes to receive. Once you receive it, you can click on the activation link and it will take you back to the login page.

<https://rock-hill.powerschool.com/public/home.html>



5: Link your student(s) to your account.

You will need the Access ID & Password their 5 digit access code (their lunch number) and their access password (their birthday).
i.e. Jan 5, 2003 = 1052003 (or 152003)
Oct 17 2003 = 10172003
When entering the password (birthday), sometimes the 5th is entered as 05 and sometimes as 5. You may have to try both.

***You can link multiple students in this step

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	
	Access ID	
	Access Password	
	Relationship	--- Choose
2	Student Name	
	Access ID	
	Access Password	
	Relationship	--- Choose

Navigating Parent Portal

For Laptops:

Tool Bar on left side will provide options to view: Grades & Attendance, My Schedule, Forms, etc.

- You can sign up for transportation under the forms tab.

The screenshot shows the Parent Portal interface. On the left is a 'Navigation' sidebar with various icons and labels. The 'Grades and Attendance' page is selected and highlighted with a red box. A green callout box points to the 'Forms' link in the sidebar, stating: 'This is where you will find any needed forms for your student.' The main content area shows a table for 'Grades and Attendance' with columns for 'Exp', 'M', 'T', 'W', and 'Th'. The table lists three subjects: 1(A-B), 2(A-B), and 3(A-B). Below the table is a 'Legend' section with the text: 'Attendance Codes: Blank=Present, ETRD=Excused Tardies, SC=BT'.

If you already have an account and want to add multiple students go to Account Preferences.

The screenshot shows a portion of the navigation bar with four items: 'Balance', 'My Schedule', 'School Information', and 'Account Preferences'. The 'Account Preferences' link is highlighted with a red box.

For 3rd-5th Grade Students:

Once you log into your account you will see your student's schedule and grades for each subject. If you would like regular updates of grades sent to your email, click on the left side on email notification. Check the box with summary of current grades date. Weekly

The screenshot shows the 'Email Notification' settings page. On the left is a navigation bar with 'Email Notification' highlighted and numbered 1. The main content area is titled 'What Information Would You Like to Receive?'. It contains a table with the following rows:

What Information Would You Like to Receive?	
Summary of Current Grades and Attendance	<input checked="" type="checkbox"/> 2
Detail Report Showing Assignment Scores for Each Class	<input checked="" type="checkbox"/>
Detail Report of Attendance	<input type="checkbox"/>
School Announcements	<input type="checkbox"/>
Balance Alert (Note: will only be sent when student is low on funds)	<input type="checkbox"/>

Below this table is a section titled 'Additional Notification Emails' with a text input field for 'Email Address(es)' and a note: '(Separate multiple email addresses with commas)'. Below that is a section titled 'Frequency' with a dropdown menu for 'How Often?' set to 'Weekly'. A red circle with the number 3 is next to the 'Weekly' option in the dropdown. At the bottom, there is a checkbox for 'Apply These Settings to All Your Students?' and a 'Send Now For' button.

Navigating Parent Portal

For Cell Phones:

1. Download the PowerSchool App.

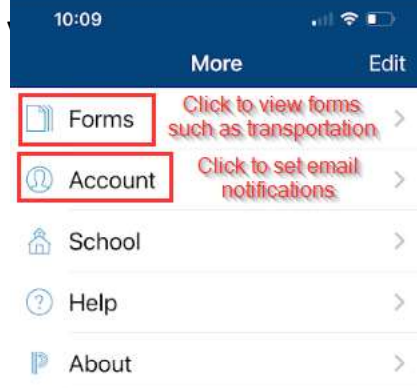


2. To view options for Grades & Attendance, click the option on the



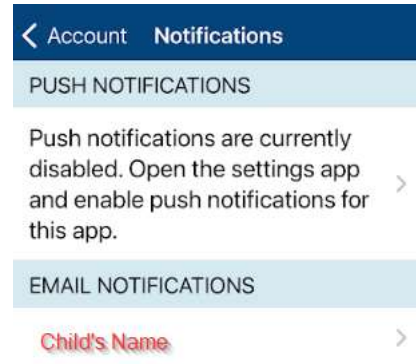
3. Select Forms to sign up for transportation.
4. For 3rd-5th Grade Students:

If you would like a regular updates of grades sent to



5. A screenshot of the 'Account' screen in the PowerSchool App. The time is 10:09. The screen has a blue header with a back arrow, 'Account', and 'Sign Out'. Below the header are two sections: 'Notifications' and 'Student Profiles', each with a right-pointing arrow.

6. Select your child's name.



7. Select Assignment Details, Grades & Attendance and Frequency you would like to receive email updates. Weekly updates will be received on Mondays.

