

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.

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

3: Create your Parent Account

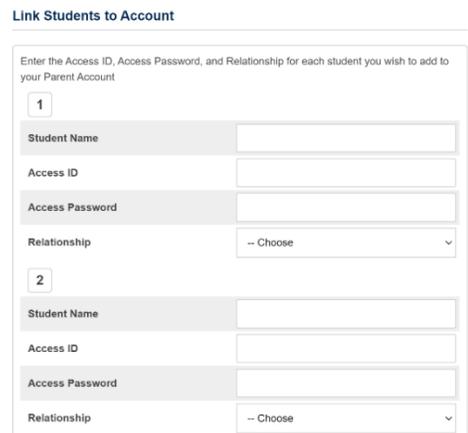
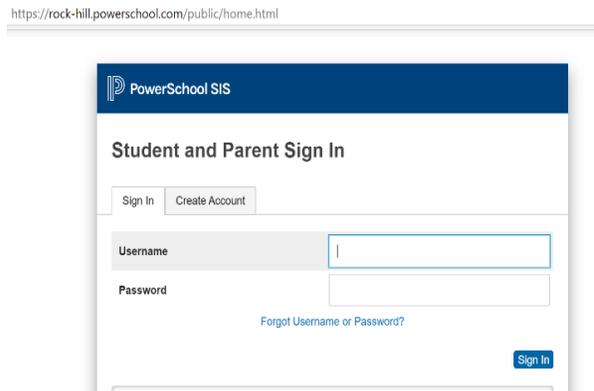
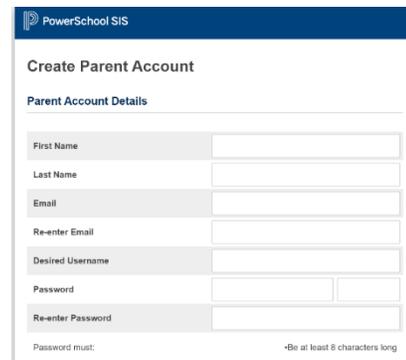
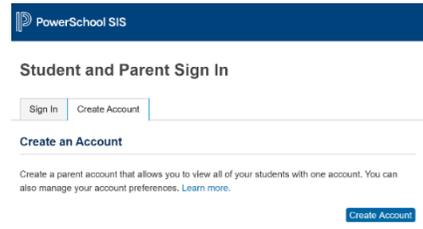
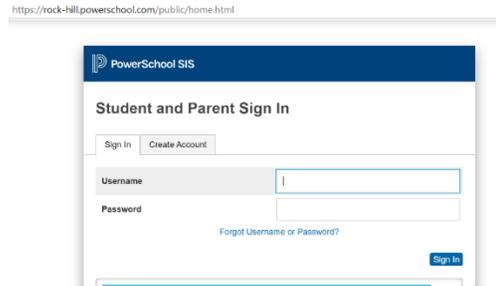
Be sure to provide all information, if you have previously created an account with the same email address it will not allow you to create a new one.

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.

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

You will need the Access ID & Password given in this email

***You can link multiple students in this step



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 menu with the following items: Grades and Attendance (highlighted with a red box), Grade History, Locker Information, Course Based Report Card, Attendance History, Email Notification, Document Library, Teacher Comments, Forms (highlighted with a red box and a callout), School Bulletin, Class Registration, IGP Success Viewer, Curriculum Browser, Balance (highlighted with a red box), My Schedule (highlighted with a red box), and School Information. The main content area is titled "Grades and Attendance" and displays a table with columns for "Exp", "M", "T", "W", and "H". The table has three rows labeled "1(A-B)", "2(A-B)", and "3(A-B)". A callout box points to the "Forms" menu item with the text: "This is where you will find any needed forms for your student."

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

The screenshot shows a vertical list of menu items: Balance, My Schedule, School Information, and Account Preferences (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 a regular updates of grades sent to your email, click on the left side on email notification. Check the box with summary of current grades and attendance, add additional emails for other family members, and select the Frequency you would like the update. Weekly updates will be received on Mondays.

The screenshot shows the "What Information Would You Like to Receive?" settings page. The left navigation menu includes: Course Based Report Card, Attendance History, Email Notification (with a red circle 1), Document Library, Teacher Comments, Forms, School Bulletin, Class Registration, IGP Success Viewer, Curriculum Browser, and Balance. The main content area has three sections: "What Information Would You Like to Receive?" with a table of checkboxes, "Additional Notification Emails" with an input field, and "Frequency" with a dropdown menu. The table has the following rows: "Summary of Current Grades and Attendance" (checked, with a red circle 2), "Detail Report Showing Assignment Scores for Each Class" (checked, with a red circle 2), "Detail Report of Attendance" (unchecked), "School Announcements" (unchecked), and "Balance Alert (Note: will only be sent when student is low on funds)" (unchecked). The "Additional Notification Emails" section has an input field with the text "(Separate multiple email addresses with commas)". The "Frequency" section has a dropdown menu with "Weekly" selected (with a red circle 3) and other options: "Never", "Every Two Weeks", "Monthly", and "Daily".

Navigating Parent Portal

For Cell Phones:

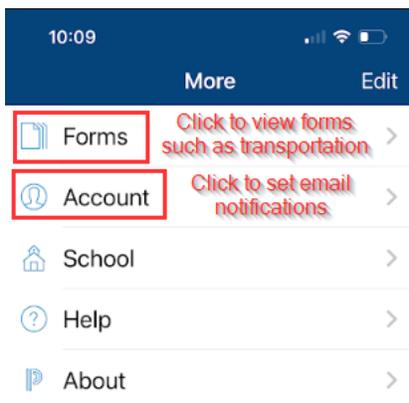
1. Download the PowerSchool App.



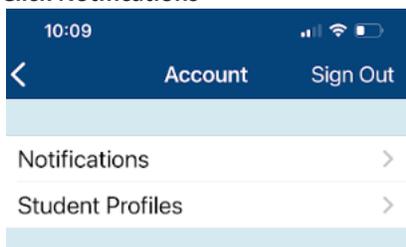
2. To view options for Grades & Attendance, Schedule, Forms, etc. click the More option on the bottom right corner.



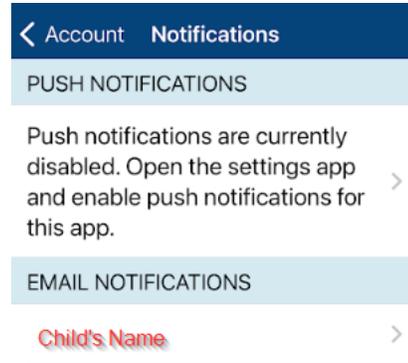
3. Select Forms to sign up for transportation.
4. For 3rd-5th Grade Students:
If you would like a regular updates of grades sent to your email, click on Account.



5. Click Notifications



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.

