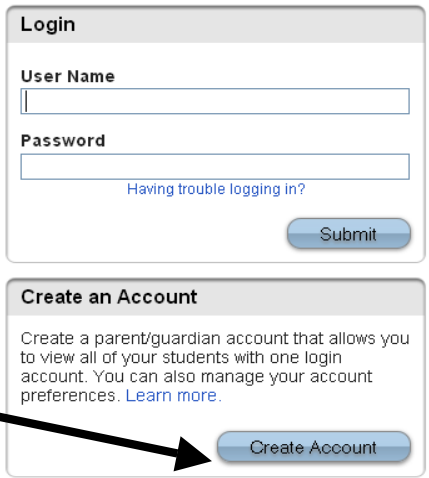
PowerSchool Single Login Information

Parents,

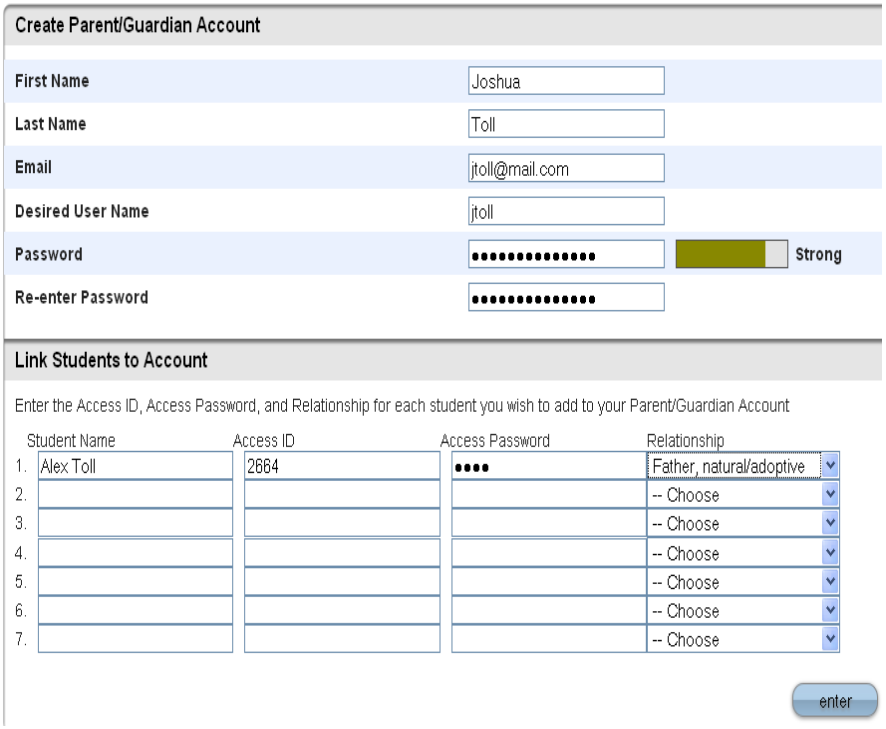
You need to create a User Names and Password to access Powerschool. This is required for all parents no matter how many students you need to view. To do so you need a student access code and id – *these are located second handout.*

Go to the PowerSchool login page:
http://sfarch.powerschool or click onto the PowerSchool link on the bottom of the school's website. You will see the following screen:



1. Click the Create Account button

2. The screen below will appear



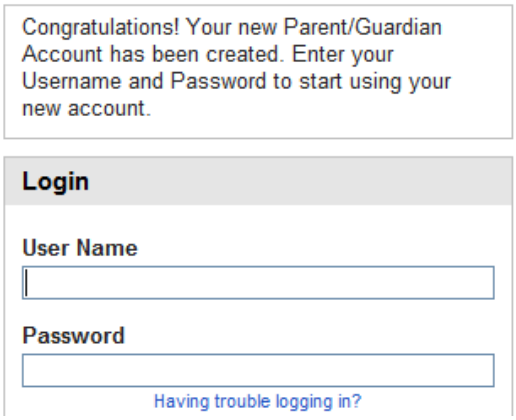
This is where you will setup access to ALL your students.

- 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.
- User Name (No apostrophe's).
- Password(No apostrophe's and at least six characters)
- Enter the First and Last Name of each Student you wish to associate with.
- Enter the Access ID and Access Password for each student. *Your students Access Id and Access Password are located on the* ***POWERSCHOOL BROCHURE****.*
- Select the relationship you are to the student.

NOTE: Should you enter something incorrectly, when you hit Enter, the Edit checks will catch the error; but unfortunately, also blank out many of the fields you have entered. You must re-enter the information in its entirety before the record is created.

3. Click Enter when you have completed this link to all of your students.

4. Assuming you are successful, you will receive this message.



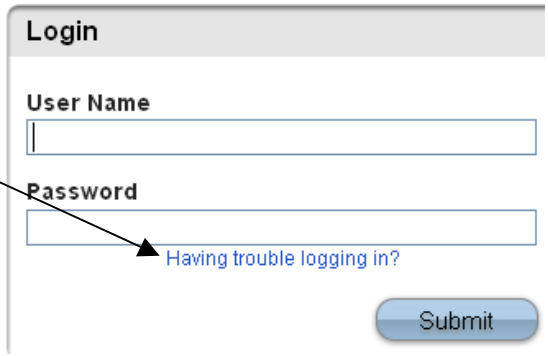
If Parent/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at a time.

After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your student family members.

- Select the appropriate name to change the page to that student's information.

What if you forget your login information?

On the login page click on Having Trouble Logging in?

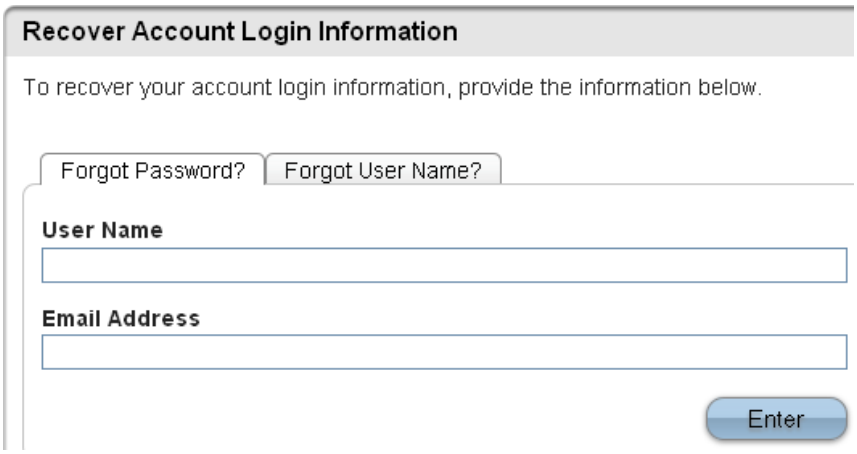


If you forgot your Password:

- Fill in your User Name
- Fill in your E-Mail Address
- Hit Enter

The system will authenticate your information and send you a Security Token with instructions on how to re-set your Password to the E-Mail address listed.

It is important to note that 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
- Hit Enter

The system will authenticate your information and send you an E-Mail listing your User Name.

Student Name **Access Id** **Access Password**