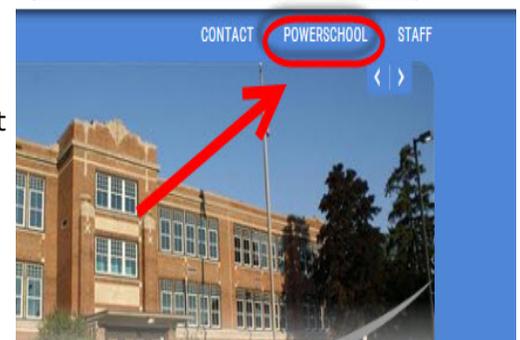


How to Create a Parent Account

In order to create an account, you must have the unique student Access ID and Access Password for at least one student enrolled in school. Please open the attached document for the information. **The unique student Access ID and Password are NOT used to log in to the Parent PowerSchool Portal. You must first create your own Account:**

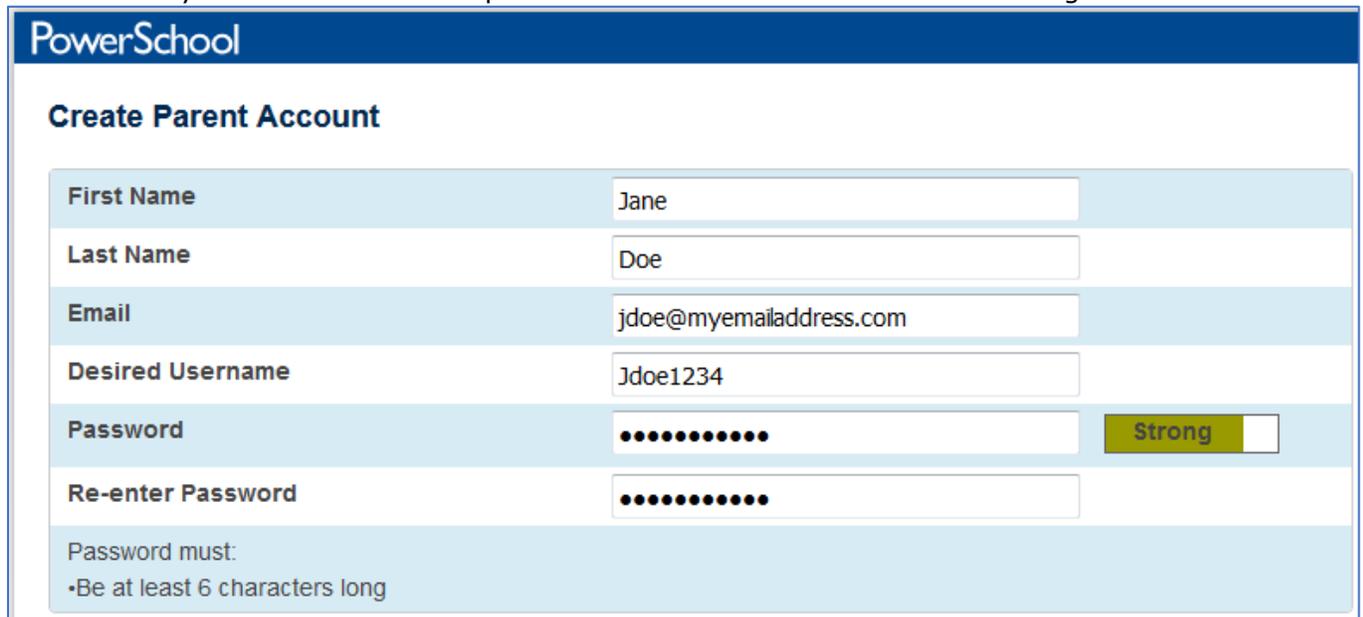
1. Click on this link to get to the login page:
<https://pschool.westbloomfield.k12.mi.us/public>. You can also find this link under the word **PowerSchool** at the top of all West Bloomfield School webpages.



2. The Parent Sign In page appears. Click the **Create Account** tab and then the **Create Account** button.



3. Please enter your (Parent/Guardian) information as shown in the sample below. This information can be whatever you want it to be. The password must be at least 6 characters long:



First Name	Jane	
Last Name	Doe	
Email	jdoe@myemailaddress.com	
Desired Username	Jdoe1234	
Password	••••••••	Strong
Re-enter Password	••••••••	

Password must:
•Be at least 6 characters long

4. Under the **Link Students to Account** section, fill in your child's **name**, the **Access ID**, and **Access Password** that were included in the letter given to you. Choose the child's **relationship** to you in the drop down menu:

Example:

Access ID:	Doe805
Access Password:	123456

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	Julie Doe
Access ID	Doe805
Access Password	•••••
Relationship	Daughter

5. Click **Enter**. The Parent Sign In page appears. You are now ready to login to the system using your new username and password that you created in step 3 above.

* The unique Access Code and Access Password are NOT the same as the ID and password your child uses to log into their PowerSchool Account. **Note:** Access IDs and Access Passwords are case sensitive.

To Add Another Child to Your Account:

Once you have logged in, click on the

- ACCOUNT PREFERENCES icon on the Navigation Menu.
- Choose the STUDENTS tab.
- Click ADD next to My Students then use the Access information to add the student.
- Click **Submit**.

To Receive PowerSchool Email Notifications of Grades and Attendance:

Email notifications allow you to receive your student's grades and attendance directly to your email on a regular basis. You can customize your email notifications for each of your students or receive the same information for all your students. Once you have logged in, click on the EMAIL NOTIFICATIONS icon on the Navigation Menu and enter your desired notification elements and click **Submit**.

To Update Your Email Address, User Name and/or Password:

Once you have logged in,

- Click on the ACCOUNT PREFERENCES icon on the Navigation Menu.
- Choose the PROFILE tab.
- Make applicable changes to First Name, Last Name and Email address and/or click on the pencil to make changes for the User Name and Current Password fields.
- Click **Save**.