STEP 1 – To UPDATE Your Account:

1. Visit our district website at www.eesd.org and click on the “Log into Parent Portal” under the Parent section.
2. From here, click on “Click here to log into the PowerSchool Parent Portal”.
3. From the sign in page, click on the “Sign In” tab and enter in your username and password.
4. Click the blue “Sign In” button.

![Image of PowerSchool Sign In page]

STEP 2 – Add an additional student to your account: (Only if needed)

5. Click on Account Preferences from navigation pane (left side).
6. Click on Students tab.

![Image of PowerSchool Students tab]

7. Click on Add button to add a student.

![Image of PowerSchool Add Student dialog box]
8. Enter in your child’s name, Access ID, Access Password, and your relationship to the child. Click “Submit”.

STEP 3 - Update Emergency Contacts:

1. Once logged in, you will see your students listed at the top left side. Click on one student to start updating Emergency Contacts.
2. Click on Emergency Contacts from left side.
3. Enter or update all contact phone numbers and contact emails. (Contact 1 and Contact 2 names may not be changed as they are the primary parent or guardian on record. Contact the school office if any changes occur.)
4. Enter or update all emergency contact information. You can enter up to 5 emergency contacts (18 years of age or older).
5. Click Submit.
6. Repeat this process for any additional students by clicking on their specific name on top left corner.
Step 4 - Update Notification Preferences:

1. Click on Power Announcement tab on left side. This area allows you to choose how you would like the school to contact you.
2. Check the appropriate boxes to choose how you want the schools to contact you.
3. Click “Save Preferences”.
4. Repeat this process for any additional students by clicking on their specific name on top left corner.