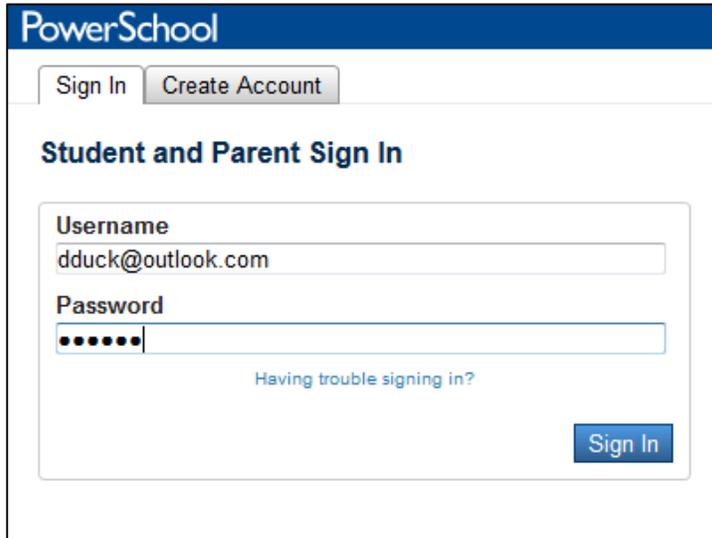


## STEP 1 – To UPDATE Your Account:

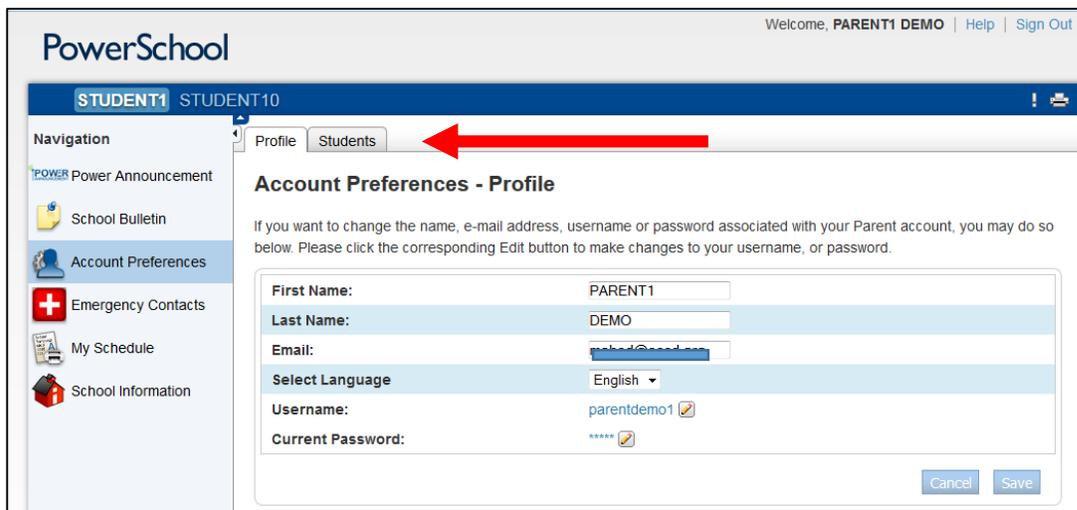
1. Visit our district website at [www.eesd.org](http://www.eesd.org) and click on the “Log into Parent Portal” under the Parent section.
2. From here, click on “Click here to log into the PowerSchool Parent Portal”.
3. From the sign in page, click on the “Sign In” tab and enter in your username and password.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



The screenshot shows the PowerSchool login interface. At the top, there are two buttons: "Sign In" (highlighted) and "Create Account". Below this is the heading "Student and Parent Sign In". There are two input fields: "Username" with the text "dduck@outlook.com" and "Password" with masked characters. A link "Having trouble signing in?" is located below the password field. A blue "Sign In" button is at the bottom right.

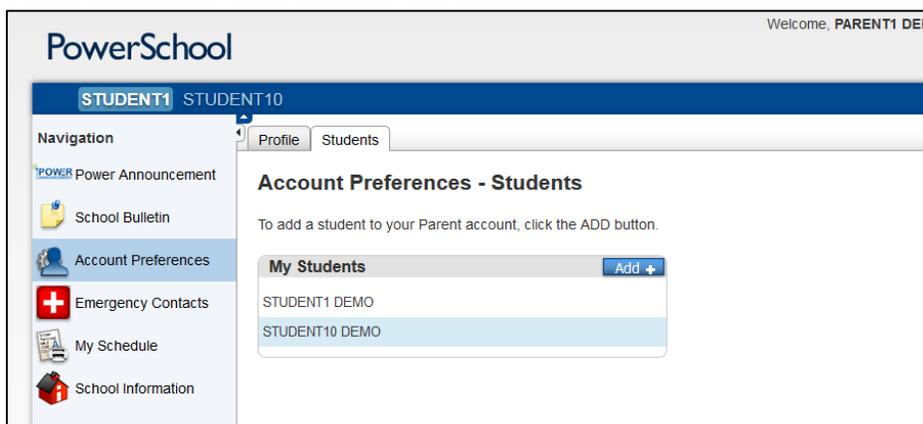
## STEP 2 – Add an additional student to your account: (Only if needed)

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



The screenshot shows the "Account Preferences - Profile" page. A red arrow points to the "Students" tab in the navigation pane. The page contains a form with the following fields: "First Name" (PARENT1), "Last Name" (DEMO), "Email" (dduck@outlook.com), "Select Language" (English), "Username" (parentdemo1), and "Current Password" (masked). There are "Cancel" and "Save" buttons at the bottom right.

7. Click on **Add** button to add a student.



The screenshot shows the "Account Preferences - Students" page. It features a table titled "My Students" with two rows: "STUDENT1 DEMO" and "STUDENT10 DEMO". An "Add +" button is located to the right of the table header. The page also includes a navigation pane on the left and a "Welcome, PARENT1 DEMO" message at the top right.

8. Enter in your child's name, Access ID, Access Password, and your relationship to the child. Click "Submit".

Student Name	Access ID	Access Password	Relationship
Smith	222222	••••••	Mother

**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.

PowerSchool Welcome, Donald Duck

STUDENT7

**Emergency Contacts**

**CONTACT 1**

Name (Relationship) JANE DOE - (Mother)

Home Phone 408-555-1234

Work Phone 408-555-1235

Cell Phone 408-555-1236

E-Mail janedoe@eesd.org

**CONTACT 2**

Name (Relationship) JOHN DOE - (Father)

Home Phone 408-555-1234

Work Phone 408-555-1237

Cell Phone 408-555-1238

E-Mail johndoe@eesd.org

ADDITIONAL CONTACTS - Enter any additional emergency contacts to the guardians listed above.

**EMERGENCY CONTACT 1**

Name Emerg One Aunt

Home Phone 222-222-2222 Work Phone 444-444-4444

Cell Phone 333-333-3333 E-Mail

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.**

Navigation

- Grades and Attendance
- Power Announcement**
- School Bulletin
- Account Preferences
- Emergency Contacts
- My Schedule
- School Information

Messaging Preferences for DEMO, STUDENT6

Collapse All Expand All

Preferences By Message Type

Option	Choice
Contact me using Text Messaging.	<input checked="" type="checkbox"/>
Contact me using Email.	<input checked="" type="checkbox"/>
Contact me using Phone Calls.	<input checked="" type="checkbox"/>

Preferences By Contact Field

Field	Option	Data	
Student Home Phone		408-555-5555	Send Phone Calls <input checked="" type="checkbox"/>
Contact 1 Home Phone		408-555-1234	Send Phone Calls <input checked="" type="checkbox"/>
Contact 1 Work Phone		408-555-1235	Send Phone Calls <input checked="" type="checkbox"/>
Contact 1 Cell Phone		408-555-1236	Send Phone Calls <input checked="" type="checkbox"/>
	Send Text		<input checked="" type="checkbox"/>
Contact 1 Email		jenedoe@eesd.org	Send Emails <input checked="" type="checkbox"/>
Contact 2 Home Phone		408-555-1234	Send Phone Calls <input checked="" type="checkbox"/>
Contact 2 Work Phone		408-555-1237	Send Phone Calls <input checked="" type="checkbox"/>
Contact 2 Cell Phone		408-555-1238	Send Phone Calls <input checked="" type="checkbox"/>
	Send Text		<input checked="" type="checkbox"/>