

Harrisburg School District PowerSchool Parent Portal Reference Manual

Harrisburg School District PowerSchool Parent Portal Web Address:

<https://harrisburg.powerschool.com/public>

First Time Users Account Creation

1. The first time you sign into Parent Portal, a parent/guardian account will need to be created.

a. Each parent/guardian may have his/her own Parent Portal account.

b. You only need to create your Parent Portal account once, even if you have multiple children in the district.

c. In order to create your Parent Portal account, you will need a valid email address, your child/children's Access ID and your child/children's Access Password.

d. The Access ID and Access Password are the SAME ID and Password provided in a letter from your child's (children's) school last year.

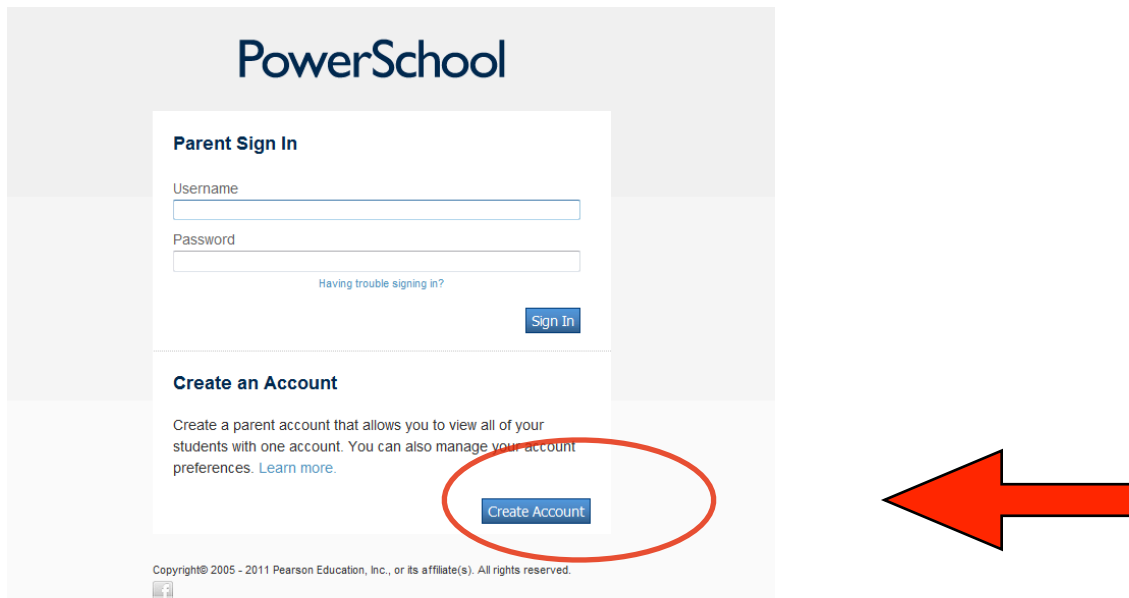
If you do not have an Access ID and Access Password for your child/children, please contact the individual school where your child attends.

2. When you are ready to create your Parent Portal Account, please open a Web Browser on an Internet connected computer.

Navigate to the Harrisburg School District Parent Portal home page located at :

<https://harrisburg.powerschool.com/public>

3. From the Parent Portal home page leave the username and password field blank and click the button that is labeled "Create Account." If you have already created an account please use your username and password to login.



4. On the top portion of the account creation page, please fill in your first name, last name, valid email address, desired username, and password.

a. Your email address and desired username must be unique and not in use by any other user of the Harrisburg School District PowerSchool Parent Portal. If your email address and username are not unique, you will be given the opportunity to choose a different email address and/or username when you submit your account. Please make note, passwords are case sensitive.

b. Usernames and passwords cannot contain the @ symbol.

Create Parent Account

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Password must:

- Be at least 6 characters long

5. On the bottom portion of the account creation page, please enter the name(s), Access ID(s), and Access Password(s) of the child/children that you have received an Access ID and Access Password for. Please choose a

relationship that correctly identifies your relationship to the child/children you are completing the form for.

a. On the initial account creation page, you may enter up to seven student names to which you have received Access IDs and Access Passwords. If you have received Access IDs and Access Passwords for more than seven students, you will be able to enter additional students after your account is created.

b. You may add students from your account at any time from the Account Preferences page.

c. Once your account is created, you will no longer need your child/children's Access ID and Access Password unless you plan to add them to another Parent Portal account. Please secure the Access ID(s) and Access Password(s), as they are unique to each student and are required to add students to Parent Portal accounts.

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

	Student Name	Access ID	Access Password	Relationship
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>

Enter

6. Once you have completed the account creation page, please click the "Enter" button on the screen.

PowerSchool

Create Parent Account

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Password must:
• Be at least 6 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

	Student Name	Access ID	Access Password	Relationship
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose

7. If you have successfully entered in your account creation information, you will be returned to the login page and allowed to login with your newly created account information.

PowerSchool

Congratulations! Your new Parent Account has been created.
Enter your Username and Password to start using your new account.

Parent Sign In

Copyright © 2005 - 2011 Pearson Education, Inc., or its affiliate(s). All rights reserved.









8. If you have not properly entered in information on the account creation page, please review the error messages, make the appropriate adjustments and resubmit the account creation page. A sample error message has been provided below, specific error messages will vary.

⚠ You must enter all required values

9. Once your account is created, all future logins to the Parent Portal will use the username and password that you entered on the account creation page. Please keep your username and password private to protect the security of your Parent Portal account. You may change your password, email address, and username at any time once logged into the Parent Portal, from the Account Preferences Page.

Account Usage after a Parent Portal Account has been created

1. When you are ready to use your Parent Portal Account that you have already created, please open a Web Browser on an Internet connected computer. If you have not yet created a Parent Portal Account, please see steps 1-10 of this document.
2. Navigate to the Harrisburg School District Parent Portal home page located at <https://harrisburg.powerschool.com/public> .
3. Enter the username and password you selected when you created your Parent Portal Account.
4. Click the Sign In button.
5. Once logged into the Parent Portal, you will have access to the following information for any child/children that you have added to your Parent Portal Account.

 Grades and Attendance	Displays student grades and attendance for the current school year.
 Attendance History	Displays detailed student attendance information for the current grading term.
 Email Notification	Displays options to allow account holders to set automated e-mail notifications of Parent Portal data.
 School Bulletin	**PAGE IS OPTIONAL FOR EACH SCHOOL - Displays a school based informational bulletin.
 Account Preferences	Displays options for managing your PowerSchool Parent Portal account preferences.
 My Schedule	Displays a student's schedule for the current school year.
 School Information	Displays contact information and grading term dates for an assigned school.
 Graduation Progress	**ONLY AVAILABLE TO HIGH SCHOOL ACCOUNTS – Displays information on a student's academic progress toward graduation requirements.

6. When you are finished using the Parent Portal, please remember to log out by clicking the “Sign Out” button at the top of your screen.

Account Preferences

Grades and Attendance (Top of Screen)

Navigation

- Grades and Attendance
- Attendance History
- Email Notification
- School Bulletin
- Account Preferences
- Graduation Progress
- My Schedule
- School Information

Grades and Attendance:

Attendance By Class

Exp	Last Week				This Week				Course	Q1	Q2	Q3	Q4	Absences	Tardies
	M	T	W	H	F	M	T	W							
1(M-F)									100	100	100	100		0	0
2(M-F)									100	100	-	-		0	0
3(M-F)									100	100	100	100		0	0
4-5(M-F)									100	100	100	100		0	0
6-7(M-F)									100	100	-	-		0	0
8-9(M-F)									100	100	100	100		0	0

Class Score Detail:

Course	Teacher	Expression	Final Grade*
Displays course name, teacher, name, period, and final grade			
Teacher Comments: Displays section description if provided by the teacher			
Section Description: Displays section description if provided by the teacher			

Assignment Scores

Due Date	Category	Assignment	Codes	Score	%	Grd
Displays due date, assignment category, assignment type, and grade of each individual assignment. Clicking on a category or assignment displayed with blue text (a hyperlink), will open a detailed description of the category or assignment if provided by the teacher						

Dates of Attendance:

Course Name Displayed

1. 12/01/11 - 1

A list of dates of any attendance codes is displayed. Attendance codes are unique to each school and are listed below with a description.

Legend

Attendance Codes: Blank/ Present | 1=Absent | 2=Half Absent | 4=No Pass | 5=Half Day Absence | B=Bring Child to Work | D=Home Instruction | G=Grant | S=Suspended (OCG) | Q=In School Suspension | P=Chronically Ill | T=Tardy | U=Unexcused | W=Water | V=School Activity | X=Excused | E=EP Exempt | O=Other | P=Parental Leave | L=Extended Late | AP=At Risk Placement | D=Early Sign Out | N=Nurse's Office | VP=VP Office | G=Guidance Office | Citizenship Codes: O=Outstanding | S=Satisfactory | N=Needs Improvement | U=Unsatisfactory |

Callouts:

- Displays periods based on the selected students's schedule.
- Displays any attendance codes for the current or previous week. Columns remain blank for present.
- Displays course name and teacher name. Clicking on teacher name will launch your default email editor with a new email to the selected teacher. Please note you must have a default email editor setup on your computer.
- Displays the student's current average in the indicated class. Grades may be displayed as numbers or letters as set by the teacher. An additional letter under a grade indicates a citizenship code. A dashed line indicates that there is no grade at this time. Clicking on a grade will open a score detail window that will display, when provided by the teacher, the assignments that contribute to the average grade, teacher comments, and a section description.
- Displays tally of absences and tardies for a given class. If number is greater than 1 you may click on the number to see a detailed list of dates.

Troubleshooting your Parent Portal Username and Password

-- If you no longer have access to the email address you used to create your Parent Portal account you will need to contact your child/children's school.

- If you believe the security of your Parent Portal Account has been compromised, please change your Parent Portal Account password.**
- If you believe that your child/children's AccessID and Access Password have been compromised, please contact your child/children's school .**
- If you have any questions concerning your child/children's attendance, please contact your child/children's individual school(s).**
- If you have any questions concerning your child/children's grades, please contact your child/children's individual teacher(s).**
- Please note that during the time period that grades are being finalized by teachers at the end of a term, those term grades will not be available on the Parent Portal.**
- Please note that the Parent Portal will not be available during the summer months when school is not in session.**