PowerSchool
Parent Single Sign-On
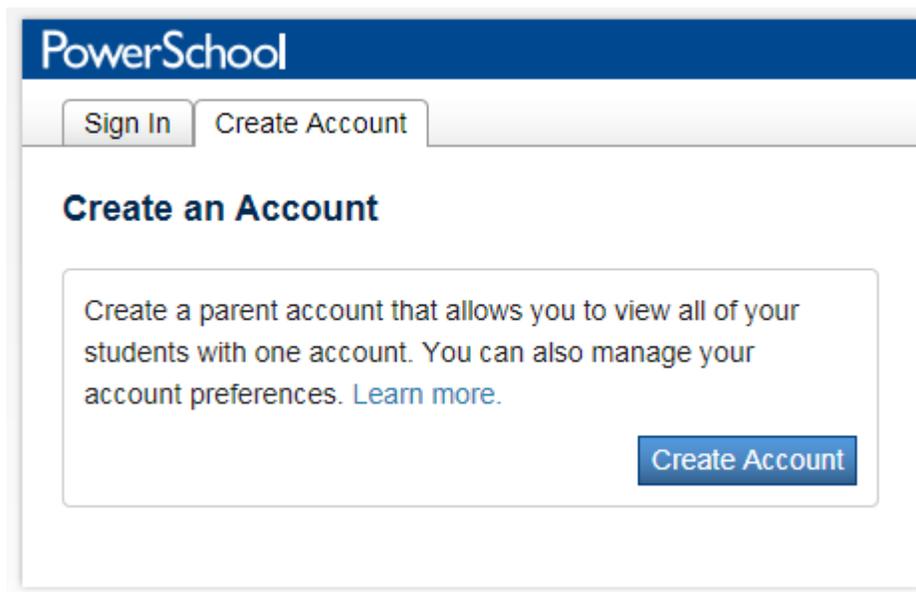## Quick Reference Guide

Before you begin, be sure you have received your school-issued confidential parent/guardian access ID and password assigned to you for <u>each child</u>. You will use these credentials to add your child to the new account.

Lee's Summit R-VII parents/guardians will use this website address to access PowerSchool:

https://powerschool.lsr7.org/public/home.html

To get started, click on the **PowerSchool** | Sign In | **Create Account** tab and then the **Create Account** button at the login page as show on the screenshot below.

PowerSchool

| Sign In | Create Account |

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more.
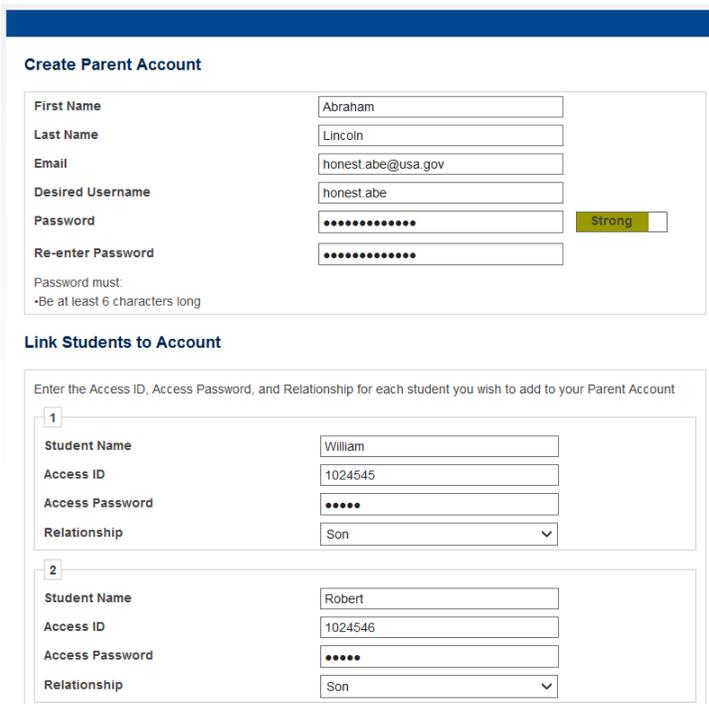
Create Account

The first section on the page, **Create Parent Account**, requires you to enter the following information to establish your new parent/guardian account: Your first and last name, the email address you wish to use to receive communications from PowerSchool, and a unique username and password you will use to login to PowerSchool. Keep the username simple, using letters and numbers, without spaces. Your password must be at least 6 characters. Re-enter the password to ensure you did not mistype it the first time. Since your username and password is the key to securing your account, do not share your credentials with anyone. (Each parent/guardian may create their own account.) The stronger the password, the more secure it is. Use a combination of letters, numbers, punctuation and symbols to produce a stronger password.

The second section on this page, **Link Students to Account**, requires you to enter the following information for at least one student: Student's name, access ID (**7-digit** parent/guardian username/web ID provided by school), access password (**5-character alphanumeric** parent/guardian password provided by school), and your relationship to the student. The password is case-sensitive. Be sure to enter the access ID and password exactly as provided or you will receive an invalid information error.

The access ID and access password are the same credentials parents used for logging in to PowerSchool in previous years. You may enter information for up to seven students. If you have more than seven students, you will need to create more than one account.
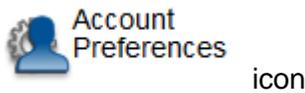
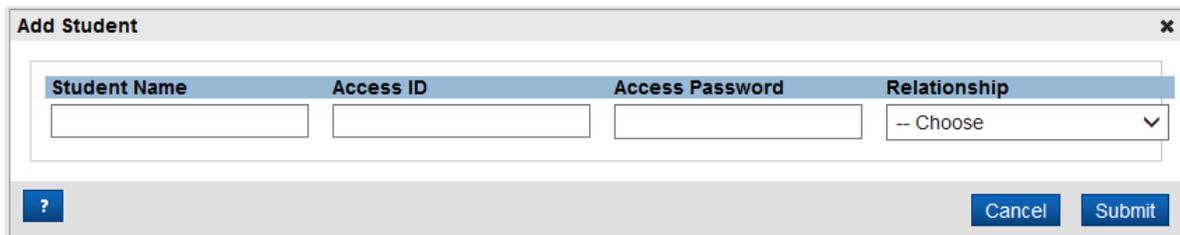Remember to click [Enter] to save your account information. Below is a snapshot of a sample account.

As you save your information, you will receive an error message if any piece of information is missing or incorrect. If you receive an error, correct or fill in missing information, retype your password and access passwords, and try to save the account information again. Once you have successfully created your new account, use your new username and password to login to PowerSchool.

If you need to add additional students, you may do so after logging in by clicking on the

 Account Preferences icon

Click on the **Students** tab, and then click on Add

When you finish entering information, click Submit

Each student's name will display side-by-side on the navigation bar, which is located above the icons. This page will provide links to available functions in the PowerSchool parent portal for each student. Click your student's name to view that student's information.

After setting up your account, remember to go into each student and select the Email Notification tab to set your preferences on the reports you wish to receive and how frequently.

Click submit to save your selections for each student.

Within the parent portal, you can also view your student's user information on the "Student Username Info" tab. This tab includes information for you to assist your student such as their user name and password, along with their student number which is used to identify them in many district systems.

Student
Username Info

Grades and
Attendance

Grade History

Email
Notification

Class
Registration

GPA & Rank:

GradProgress/
Requests and
Recommendations

Tutoring

(*) All unexcused absences will receive a
(*) In-school OR out-of-school suspension

Exp	Last Week				
	M	T	W	H	F
1(A-B)					-
2(A-B)					-
3(A-B)					-

Click the help icon for further assistance when using PowerSchool's parent portal.

Welcome, **Abraham Lincoln** | Server: PSSANDBOX | Help | Sign Out

The **Parent Portal User Guide** can be found at http://www.lsr7.org/ and click on the parents tab at the top of the page.