

# PowerSchool

## Parent Single Sign-On

### Quick Reference Guide

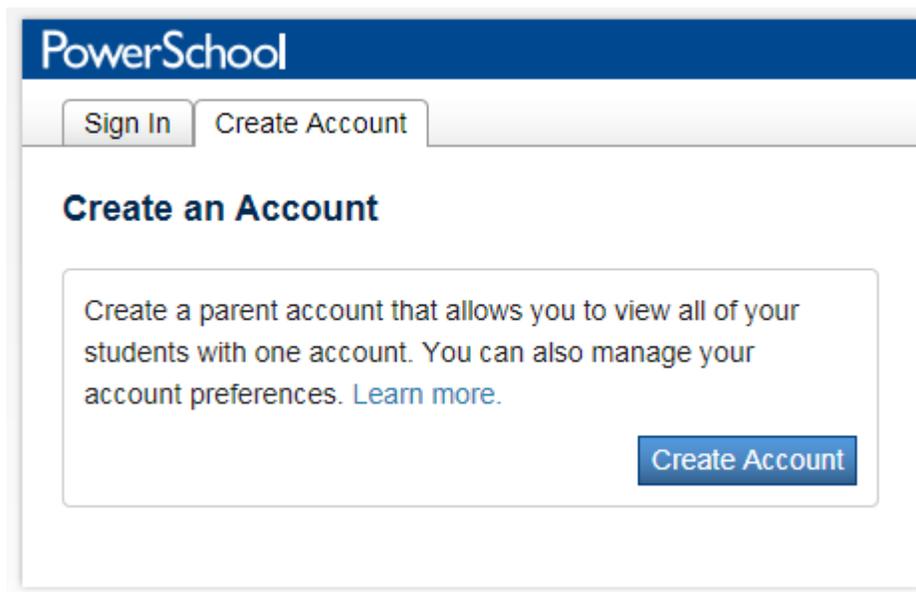


Before you begin, be sure you have received your school-issued confidential parent/guardian access ID and password assigned to you for each child. You will use these credentials to add your child to the new account.

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    tab and then the  button at the login page as show on the screenshot below.

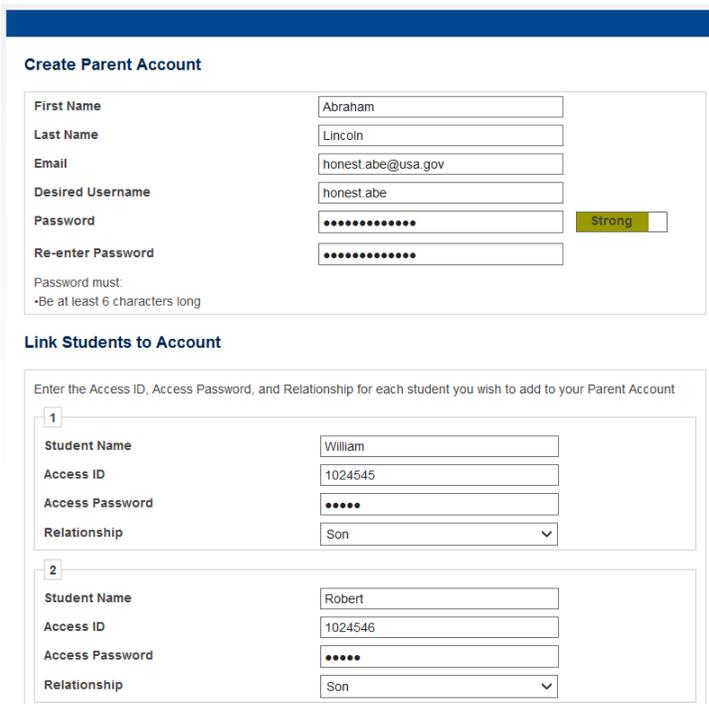


The first section on the page, **Create Parent Account**, requires you to enter the following information to establish your new parent/guardian account: Your first and last name, the email address you wish to use to receive communications from PowerSchool, and a unique username and password you will 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.

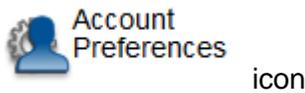
Remember to click  to save your account information. Below is a snapshot of a sample account.



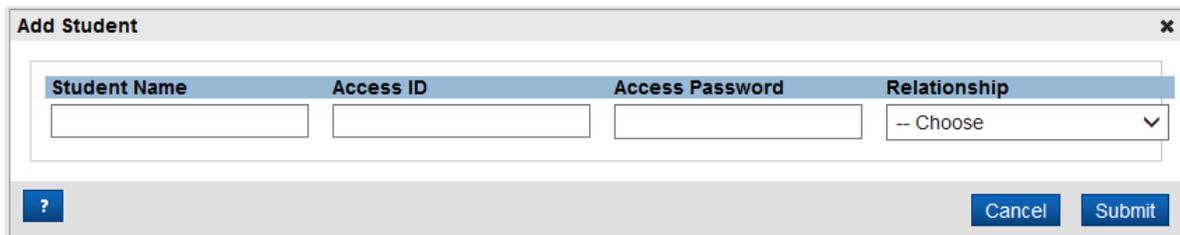
The screenshot shows two sections of a web form. The first section, titled "Create Parent Account", contains input fields for First Name (Abraham), Last Name (Lincoln), Email (honest.abe@usa.gov), Desired Username (honest.abe), Password (masked with dots), and Re-enter Password (masked with dots). A "Strong" indicator is visible next to the password field. Below these fields is a "Password must:" section with a bullet point: "•Be at least 6 characters long". The second section, titled "Link Students to Account", contains a sub-section for each student. The first student entry (labeled "1") has fields for Student Name (William), Access ID (1024545), Access Password (masked with dots), and Relationship (Son). The second student entry (labeled "2") has fields for Student Name (Robert), Access ID (1024546), Access Password (masked with dots), and Relationship (Son).

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



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

The image shows a dialog box titled "Add Student" with a close button (X) in the top right corner. The dialog contains a table with four columns: "Student Name", "Access ID", "Access Password", and "Relationship". Each column has a corresponding input field. The "Relationship" field is a dropdown menu currently showing "-- Choose" with a downward arrow. At the bottom left of the dialog is a blue button with a white question mark. At the bottom right are two blue buttons: "Cancel" and "Submit".

Student Name	Access ID	Access Password	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose 

When you finish entering information, click 

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.

The screenshot shows the PowerSchool parent portal interface. At the top, a navigation bar displays the names of seven students: Charlie, Morgan, Paige, Zackary, Grace, Andrew, and Morgan. Below this, the 'Grades and Attendance' page is visible. On the left sidebar, the 'Email Notification' tab is highlighted with a red circle. The main content area shows a table of grades and attendance for various classes, with columns for 'Exp', 'Last Week', and 'This Week'.

Exp	Last Week					This Week					
	M	T	W	H	F	M	T	W	H	F	
1(A-B)											C Adv Livest Email LC
2(A-B)											C Conservati Email LC
3(A-B)											C Agriculture Email LC
4(A-B)											Herndon/Cas Email LC
5(A-B)											College Algel Email CE
6(A-B)											Small Engine Email Slv
7(A-B)											Boys Team S Email GF
ADV(A-B)								A			Advisory 18 Email RR

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.

The screenshot shows the 'Email Notification' tab selected in the left sidebar, highlighted with a red circle. The main content area shows a table of grades and attendance for various classes, with columns for 'Exp' and 'Last Week'.

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

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.