

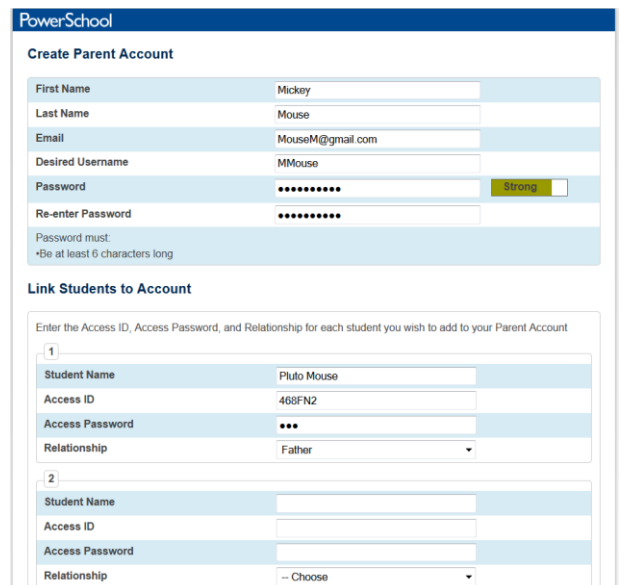
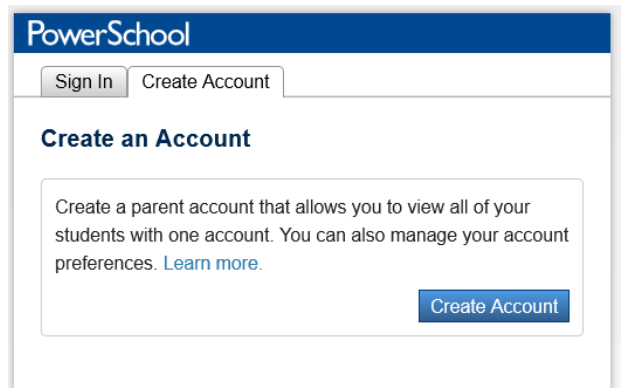
# PowerSchool's Parent Portal Single Sign-On

Chanute Public School District PowerSchool features Single Sign on. This feature provides the ability to keep track of all your children in our schools with only one sign-in, each parent or guardian can have their own personalized login, and parents/guardians will have the ability to retrieve lost or forgotten sign in information.

If you do not know your Parent Portal Account information, please contact the school for your username/password. The parent portal can be accessed from our district site at: [usd413.org](http://usd413.org) > Parents Tab > Powerschool Parent.

**If you have** your Access ID and Password, you can go straight to the Parent Portal link and create your account: <http://powerschool.usd413.org/public>

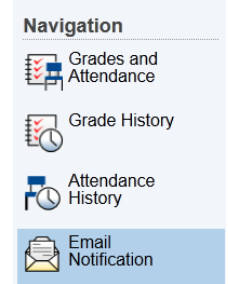
- Select the Create Account tab on the sign in page
- Enter your First Name, Last Name and e-mail address as requested on screen
- Create your Unique Username and Password (Password must be a minimum of 6 characters)
- In the Link Student Section, enter your Student's, First and Last Name, the access ID and Password provided by the school (they are case sensitive) and your relationship to the child.
- If you have additional children that you have the access information for, you may enter them at this time.
- Once all information is entered correctly, select Enter to create your new login.
- The system will revert back to the sign in page with a message that your account was created successfully.
- You may then login with the username & password that you set.
- You will see all of your children's first names across the top bar, select the child that you wish to see data for and then navigate to the appropriate icon.



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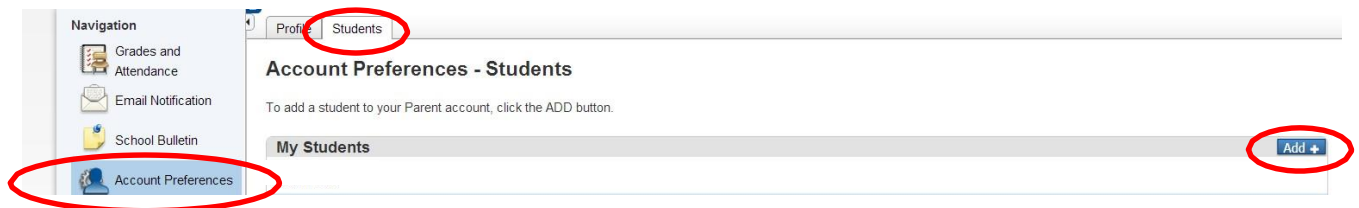
**E-mail Notifications:** If you would like to receive automated e-mail notifications for grades and or attendance, you will need to set these up for each student.

- Once you have logged into Parent Portal with your username and Password, You will need to select Email Notification from the navigation menu on the left hand side of the screen.
- Select your e-mail preferences for your currently selected student. If you want all students to have the same preferences, select the "Apply these setting to all your students" checkbox and all of your students will be updated with the same email notification settings.



**If you were able to create your account, but all of your children are not associated with your account:**

- Verify with the school that you have the correct Access ID and Password, since they are case sensitive.
- Log into Parent Portal with your new username and password.
- Select the Account Preferences Option on the left hand side
- Choose the Students Tab



- Select Add
- Enter Student Name First and Last, Access ID, Access Password & Relationship to student & Submit

If you have any questions regarding access to your Parent Portal account, please contact the Powerschool Database Administrator at [summervp@usd413.org](mailto:summervp@usd413.org) or 620.431.4664