Dear Parents,

Over the summer our student information system – PowerSchool – went through a significant upgrade. One of the most important updates was the way in which you log in to the system to see your student’s grade and attendance information. As many of you have tried and found out, the way in which you accessed the information previously no longer works. What follows is a walk-through that will show you how to log in using the new process.

As you have done before, please point your browser to


This will bring you to following screen on PowerSchool:

The new version of PowerSchool puts another layer on top of the old sign-in process for parents. (Students log-in just as they did last year.) Fortunately, this new step is one you only have to do once: create an account. This will enable you to retrieve your username or password any time without waiting for someone at SHC to get back to you. If you have more than one child enrolled, please follow the steps that follow for one of you children, and then I’ll show you how to add another.

To create your account, click on the tab Create Account like this:
Once you click on the Create Account tab, you’ll see a screen that looks like this:

Please type in your first and last name in the form followed by whatever email account you’d like to use. This email will be the one the system uses to send you log-in information should you need to be reminded.

Next, choose a username, and a password. The username can be anything you like. The password must be 6 characters long at a minimum, and the system will tell you how strong it thinks your password is as you enter it. The longer, and the more random inclusion of numbers, capital letters, and wildcard characters the better.

Here’s an example:
Next, add your student’s information like this:

![Link Students to Account](image)

Please note here that when entering in the Access ID and Access Password, these are the log in credentials you have used up until now – not your student’s access credentials. Typically they are 6 random upper case letters and numbers.

Finally, choose the relationship you are to your student:
You are almost done! Lastly, scroll to the bottom of the window and find the Enter button and click on it:

That will take you back to the main sign in screen. Now please test your new log in information and sign in with your new credentials:
That will take you to the familiar screen that reports on your student’s grades and attendance:

![PowerSchool Screen](image)

**What if you have more than one child enrolled at SHC?**

Some of you may have more than one child enrolled at SHC. This new log in approach makes it easier for you. If you’ve added your first child by following the directions above, here’s how you can add the second child:

1. From the screen shown above (the one with grades and attendance info for your first child), look in the lower left corner for the Account Preferences link:
That will bring you to this very useful Profile window:

Notice that on this Profile screen you can also edit (change) your Username and Password.

As indicated above, click on the Students tab.

Before clicking on the Add button, I’d like you to notice that your name is at the top, and that your student’s name is on the left side under the PowerSchool logo.

Now...please go ahead and click on the Add button to add your next child.
You’ll see a new window appear that looks like this:

![Add Student Window]

Again, go ahead and fill in your next child’s name, and then your (parent) access ID and Password that we gave to you for that specific child.

Then, choose the relationship – as you did before.

The result, after you choose submit, is that your second child’s grades and attendance will appear. Notice in the upper left of the window that you now have two names.

Clicking on either one will toggle between them. Unlike previous versions of PowerSchool, now you can simply log in once, using the same credentials, and you can see both (all) of your children’s current grades and attendance records.

**What if you forget your username or password?**

Okay – seriously – some of you may instantly forget your new log in information that you just set up. No problem!

On the opening screen, just click on the link:
From there you can either ask for your Username:

![Username Recovery](image1)

...or your password:

![Password Recovery](image2)
If you have any questions (e.g. (“What are my original PowerSchool credentials that I was using before?”)), please email support@shcp.edu and we’ll get back to you as soon as we can.

Kind regards,

Dabney Standley
PowerSchool Support

Carol Collins
Registrar