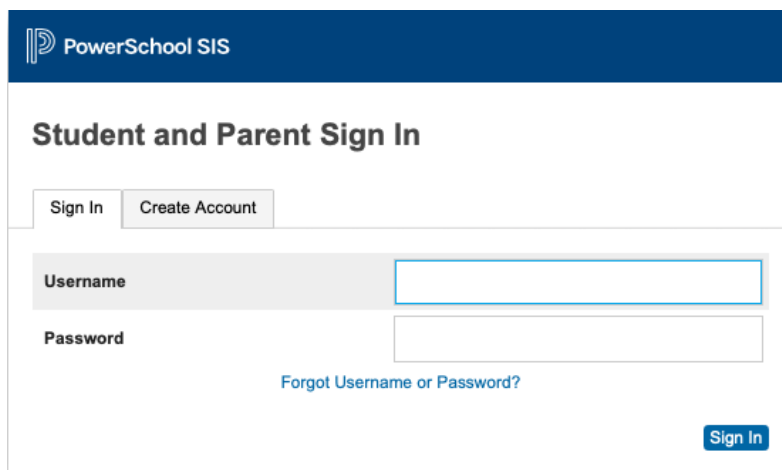


Creating a New Parent Account in PowerSchool

A single sign-on method is available for accessing the NHA PowerSchool Parent Portal, allowing parents to view grades for multiple students under one account. Parents will need to create a single account and link all their students to it.

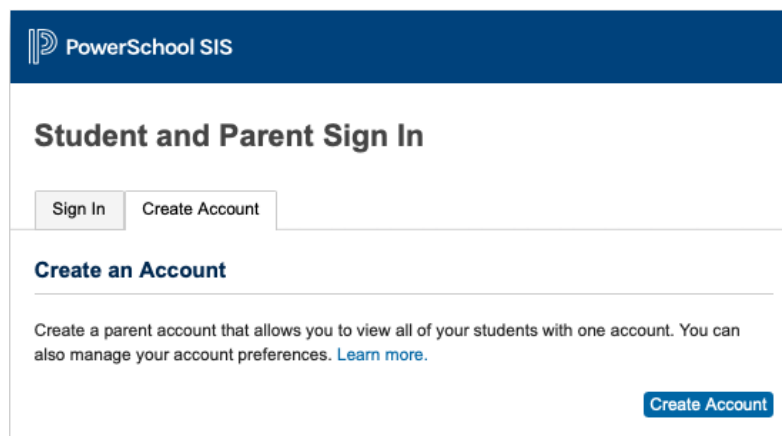
Steps to Create a New Parent Account

1. Access the PowerSchool Parent Portal by clicking on the link that can be found on the NHA website in the NHA Parent Portal.



The screenshot shows the PowerSchool SIS login page. At the top is a dark blue header with the PowerSchool SIS logo. Below the header is a white box titled "Student and Parent Sign In". Inside this box, there are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are two input fields: "Username" and "Password". To the right of the "Password" field is a link that says "Forgot Username or Password?". At the bottom right of the white box is a blue button labeled "Sign In".

2. Click the **Create Account** tab, then click the **Create Account** button.




The screenshot shows the PowerSchool SIS login page with the "Create Account" tab selected. The "Sign In" tab is now greyed out. Below the tabs is a section titled "Create an Account". This section contains a paragraph of text: "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.](#)". At the bottom right of this section is a blue button labeled "Create Account".

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3. Enter your name and email address. Then enter your desired username and password. This will be the username and password you will use to access your account, which will allow you to view information about all students from the same family.

 PowerSchool SIS

Create Parent Account

Parent Account Details

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

Password must: •Be at least 8 characters long •Not be a well known password

4. Scroll down the page and enter the account information for each of your students. The Access ID and Access Password have been provided to you by the NHA school office. If you do not know this information, please contact the appropriate school office or send an email to info@NewHorizonsAcademy.org.

Link Students to Account

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

1

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



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5. Once all Access ID's and Passwords have been entered, click enter at the bottom of the page.

7

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

You will now be able to use your username and password to view grades for all students in your family. Each student's name will appear in a separate tab at the top of the grade report. You can view student information by signing into the online portal or by using the PowerSchool app on a mobile device. If you have questions or problems creating your new parent account, please contact the appropriate school office or send email to info@NewHorizonsAcademy.org.