PowerSchool Parent Portal User Guide

YONKERS PUBLIC SCHOOLS | ONE LARKIN CENTER, YONKERS, NY 10701

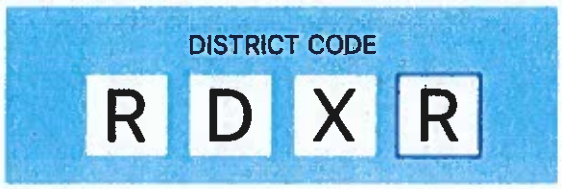
PARENT PORTAL USER GUIDE

Access to the PowerSchool Parent Portal

The PowerSchool Parent Portal is accessible from any device with Internet access (i.e. computer, tablet, smartphone). The Yonkers Public Schools' PowerSchool Parent Portal can be accessed by typing the following URL in your web browser address bar: http://yonkersps.powerschool.com/public.

Additionally, you can to access the PowerSchool Parent Portal via the free mobile app available in both iOS (iPhone or iPad) or Android devices. On iOS devices, the PowerSchool app can be downloaded via the App Store and on Android devices, the PowerSchool app can be downloaded via the Google Play Store.

In order to access the Yonkers District site via the mobile app, you will need to enter the Yonkers district code as follows:



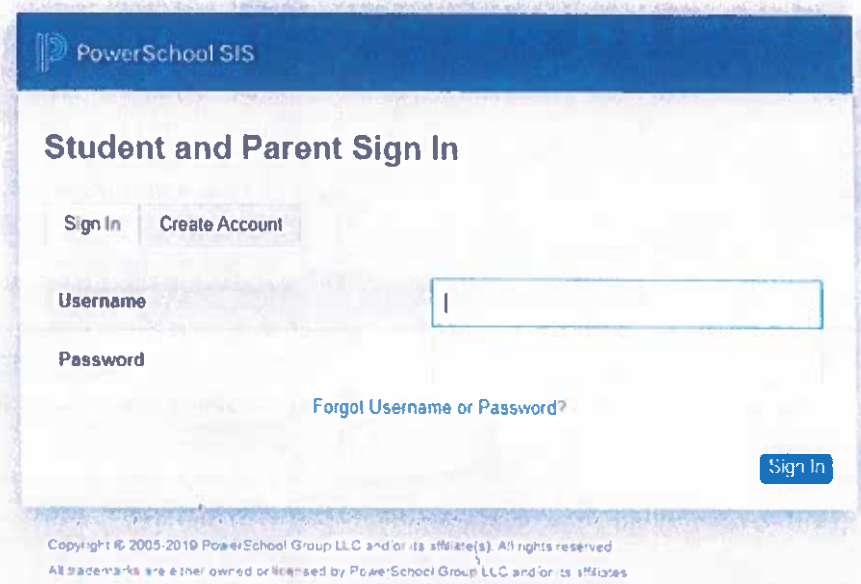
Creating a PowerSchool Parent Portal Account

To access the PowerSchool Parent Portal, you will need to create 1 (one) account to access the information for all children you currently have enrolled in Yonkers Public Schools. Prior to creating your account, you are required to:

- Have an e-mail address
- Obtain an access ID and Password for each child you have enrolled in Yonkers Public Schools

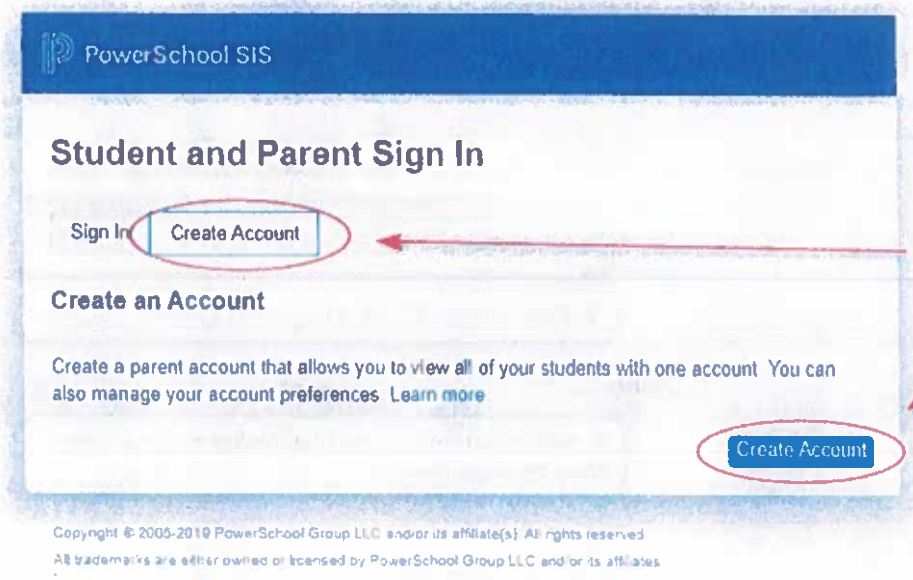
Your child(ren)'s school's administration can assist you with any of the above referenced items.

Step 1: Access the YPS Parent Portal webpage



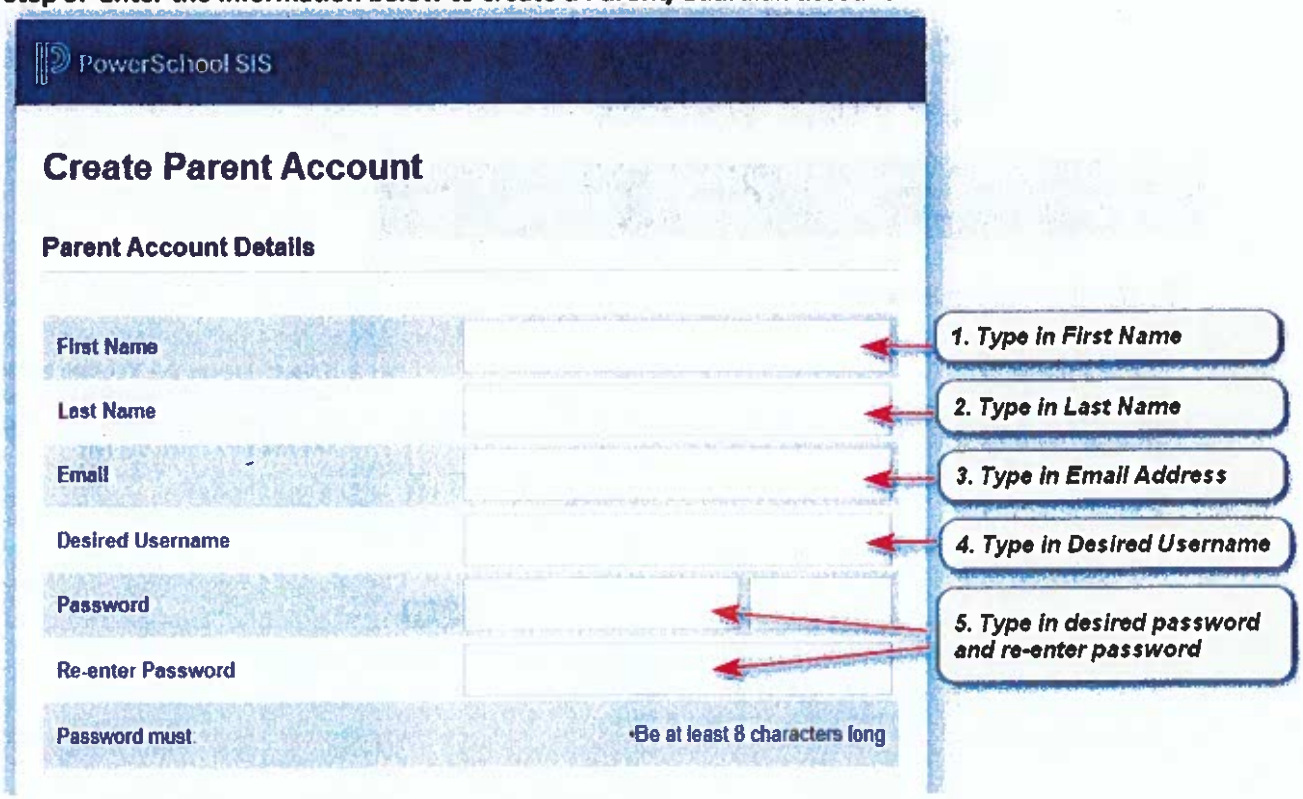
Step 1: **Access the Yonkers Public Schools PowerSchool Parent Portal at yonkersps.powerschool.com. You will see the screen on the left.**

Step 2: Click on Create Account tab

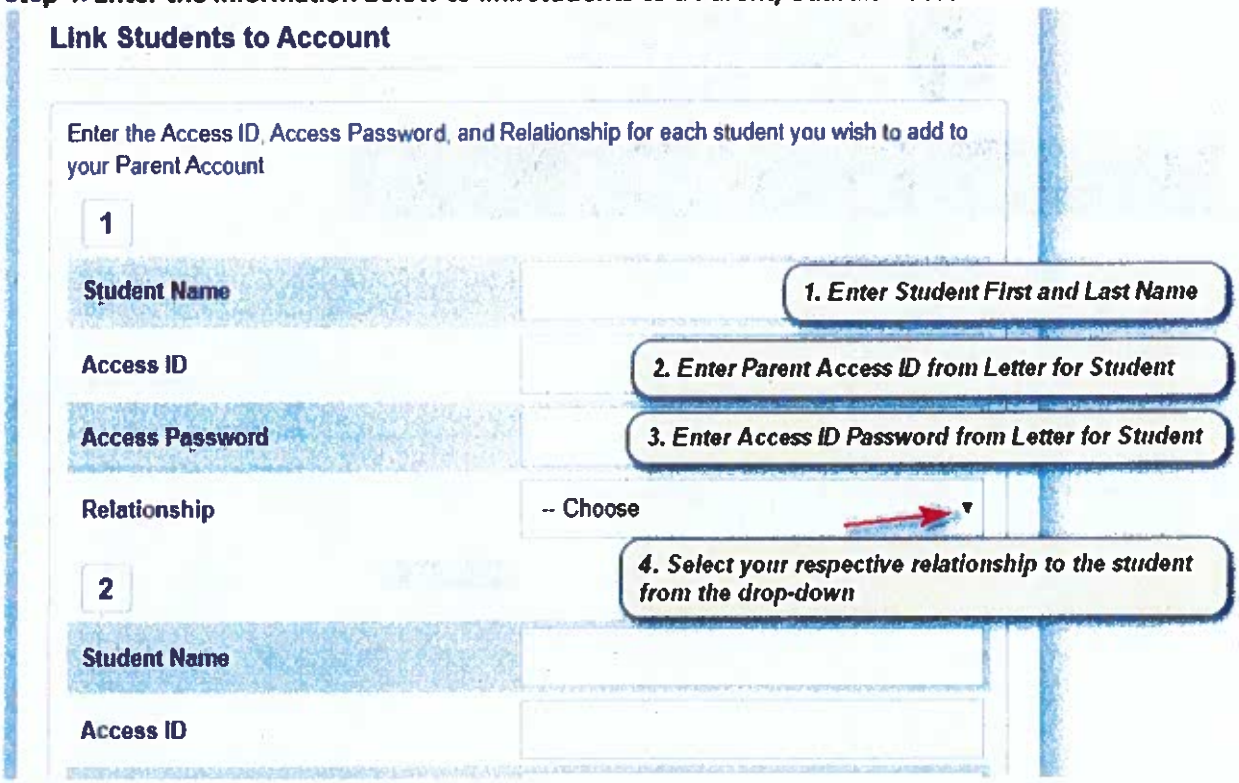


Step 2: **Select the Create Account tab on the sign-in page and click on Create Account.**

Step 3: Enter the information below to create a Parent/Guardian account:



Step 4: Enter the information below to link students to a Parent/Guardian account:



You can repeat Step 4 to link up to seven (7) students to a Parent/Guardian account with the required fields of information for each student.

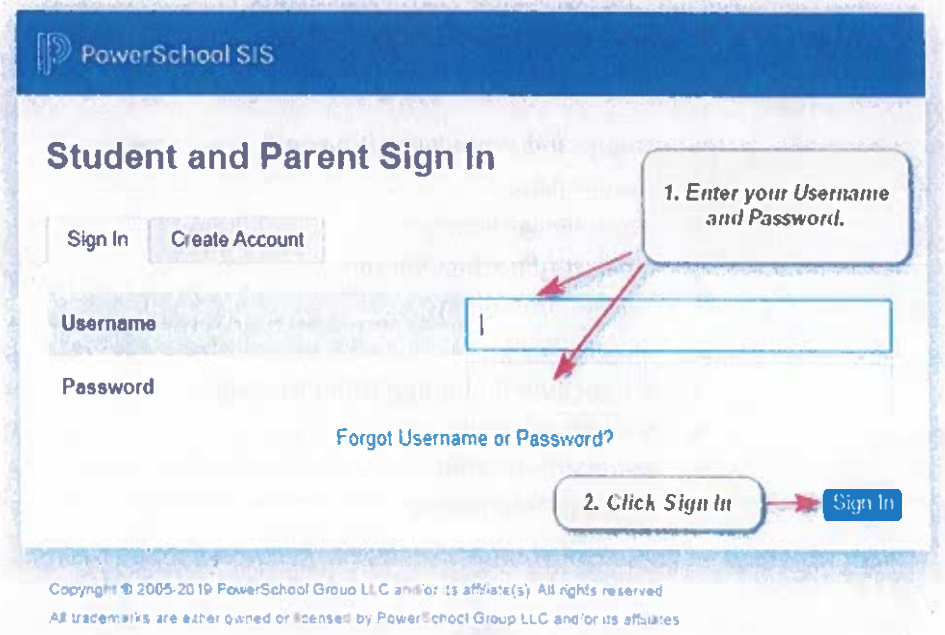
Step 5: Click Enter at the bottom of the page to complete setting up your account:

It is important that you keep your Username and Password confidential so only **you** can access the information.

Logging Into the PowerSchool Parent Portal

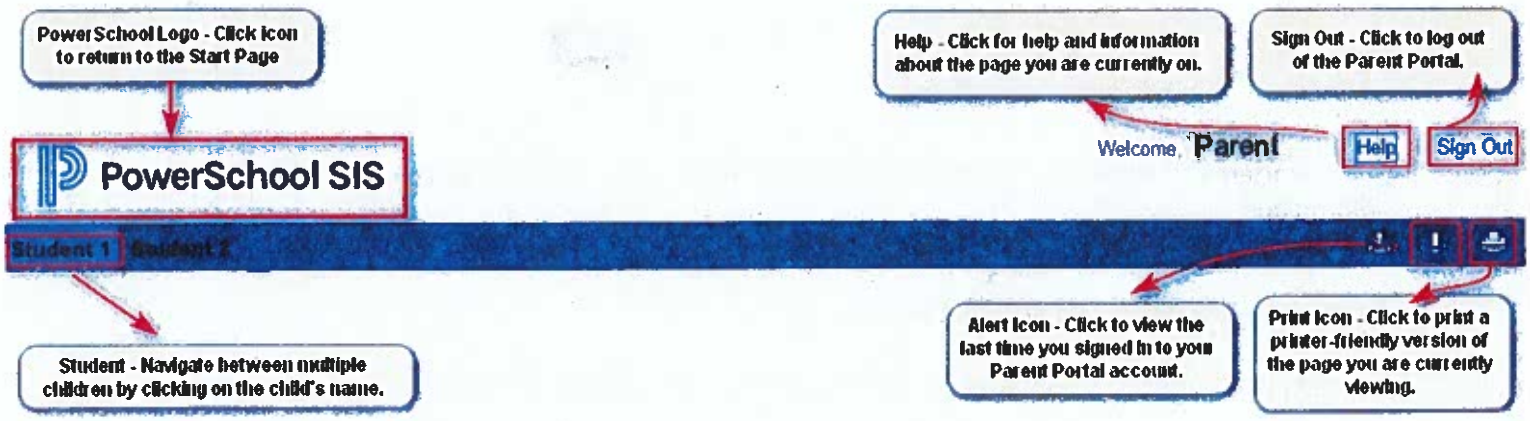
To log in to the Yonkers PowerSchool Parent Portal, enter the URL below into your web browser address bar:

http://yonkersps.powerschool.com/public

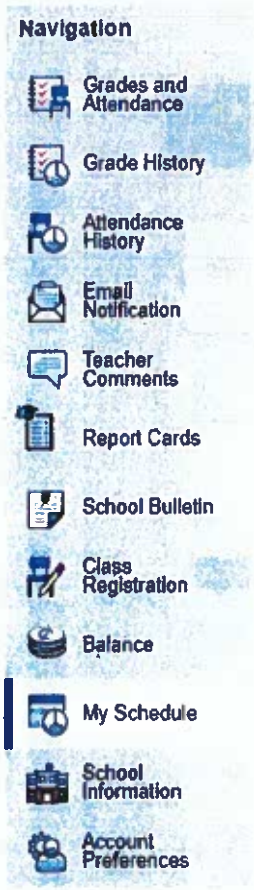


Navigating the Parent Portal

The following Navigation Bar appears at the top of every page in the PowerSchool Parent Portal:



Once you have logged into the Parent Portal, you will now have real-time access to the following items for your child(ren) located in the Navigation Menu panel on the left-hand side of the page:



- Grades and Attendance (Current)
- Grade History
- Attendance History
- Email Notification (Set-up)
- Teacher Comments
- Report Cards
- School Bulletin for Important Messages
- Student Schedule
- School Information
- Account Preferences

The PowerSchool Parent Portal automatically opens to the Grades and Attendance page. It is the default quick lookup page, which displays student's classes, attendance, teachers and grades, which are pulled from each respective teacher's gradebook.

Grades and Attendance: **Student 1**

Grades and Attendance | Standards Grades

2. Grade by Term(s)

Attendance By Class

Exp	Last Week M	T	W	H	F	This Week M	T	W	H	F	Course	M1	T1	M2	E1	S1	T2	M3	M4	E2	T3	S2	Y1	Absences	Tardies
EA(A-E)											HR Attendance - 1st Grade Email Teacher Name Rm 3	[i]	[i]	[i]	[i]	[i]	[i]	[i]	[i]	[i]	[i]	[i]	[i]	10	0

1. Attendance with Codes for last two weeks.

3. Total number of absences and tardies

1. **Attendance:** Provides a snapshot of the last two weeks of the student's attendance. A legend is located at the bottom of the quick lookup screen with more information regarding attendance codes.

Legend

Attendance Codes: Blank=Present | ILA=Illegal Absence | UT=Unexcused Tardy | ILL=Illness | LA=Legal Absence | ET=Excused Tardy | ECA=Excused Class Absence | ED=Early Departure | REL=Religious | OSSU=Out of School Suspension | ISSP=In-School Suspension and Present | ISSE=In-School Suspension and Excused Absence | ISSU=In-School Suspension and Unexcused Absence | ISST=In-School Suspension and Tardy | IDT=IDT | HH=Home and Hospital |

2. **Course Grades (by term):** When grades become available for each specified term, you are able to click on the class grade to see class assignments (if posted by the course teacher) for the current academic year.

Class Score Detail: **Student Name**

Grades and Attendance | Standards Grades

Course	Teacher	Expression	Final Grade[1]
HR Attendance - 1st Grade	**Teacher Name**	EA(A-E)	_ _%

Teacher Comments:

Section Description:

Assignments

Due Date	Category	Assignment	Flags	Score	%	Grade
No Assignments found						

No Assignments Scored

3. **Absences/Tardies Total:** To view the list of attendance dates for absences and tardies, click on the number for either column. You will be directed to the Dates of Attendance page.

Dates of Attendance:

Dates of all absences for HR Attendance - 1st Grade Exp. EA(A-E) for M1:

1	- ILA
2	- ILA
3	- ILA
4	- ILA
5	- ILA
6	- ILA
7	- ILA
8	- ILA
9	- ILA
10	- ILA

Navigation Icon	Description
Grade History	The **Grades History** page displays term grades for the selected student.
Attendance History	The **Attendance History** page displays information about a student's attendance record for the current term.
Email Notification	The **Email Notifications** page provides you will the ability to manage your parent account email preferences, including what information you would like to receive, how often you would like to receive the information, and any additional email addresses that you would like the information sent to. Email preferences may be applied to a single student or all students associated with your parent account.
Teacher Comments	The **Teacher Comments** page displays any comment that a teacher has entered regarding a student, such as a student's achievement or behavior.
Report Cards	The **Report Cards** page displays report cards for the selected student.
School Bulletin	The **School Bulletin** page serves as your child(ren)'s school's message board whereby the school(s) can post a variety of information for you to view.

Navigation Icon	Description
Class Registration	In the **Class Registration** page, students and their parents can manage their course requests for the next school year.
Balance	The **Balance** page displays a student's lunch balance or fee transaction information for the current term. This page will not be active for the Yonkers Public Schools PowerSchool Parent Portal.
My Schedule	The **My Schedule** page will display the selected student's schedule, which can be viewed in two ways: a Week View schedule and a Matrix View schedule.
School Information	The **School Information** page displays the physical address and contact information for the selected student's school.
Account Preferences	The **Account Preferences** page provides you will the ability to manage your parent account information, including your name, user name, password, and email address. In addition, you can add any and all students for whom you have legal and parental rights to your account in order to view their information by way of your account.