



# PowerSchool Parent Portal User Guide

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## PARENT PORTAL USER GUIDE

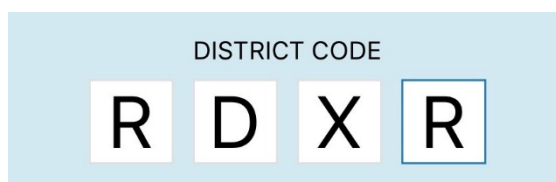
### Access to the PowerSchool Parent Portal

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.

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### Step 1: Access the YPS Parent Portal webpage

A screenshot of the PowerSchool SIS "Student and Parent Sign In" page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" and "Create Account". The "Sign In" tab is active. Below the tabs are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right of the form area.

**Step 1: Access the Yonkers Public Schools PowerSchool Parent Portal at [yonkersps.powerschool.com](https://yonkersps.powerschool.com). You will see the screen on the left.**

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### Step 2: Click on Create Account tab

A screenshot of the PowerSchool SIS "Student and Parent Sign In" page, similar to the one in Step 1. The "Create Account" tab is highlighted with a red oval, and a red arrow points to it from the right. Below the tabs, the "Create an Account" section is visible, with a "Create Account" button at the bottom right, also highlighted with a red oval and a red arrow pointing to it from the right.

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

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

**PowerSchool SIS**

### Create Parent Account

**Parent Account Details**

|                   |                          |   |
|-------------------|--------------------------|---|
| First Name        | <input type="text"/>     | 1. Type in First Name                             |
| Last Name         | <input type="text"/>     | 2. Type in Last Name                              |
| Email             | <input type="text"/>     | 3. Type in Email Address                          |
| Desired Username  | <input type="text"/>     | 4. Type in Desired Username                       |
| Password          | <input type="password"/> | 5. Type in desired password and re-enter password |
| Re-enter Password | <input type="password"/> |   |

Password must: •Be at least 8 characters long

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

### Link Students to Account

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

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|                 |                                |  |
|-----------------|--------------------------------|--|
| Student Name    | <input type="text"/>           | 1. Enter Student First and Last Name                                     |
| Access ID       | <input type="text"/>           | 2. Enter Parent Access ID from Letter for Student                        |
| Access Password | <input type="password"/>       | 3. Enter Access ID Password from Letter for Student                      |
| Relationship    | -- Choose <input type="text"/> | 4. Select your respective relationship to the student from the drop-down |

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|              |                      |
|--------------|----------------------|
| Student Name | <input type="text"/> |
| Access ID    | <input type="text"/> |

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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>

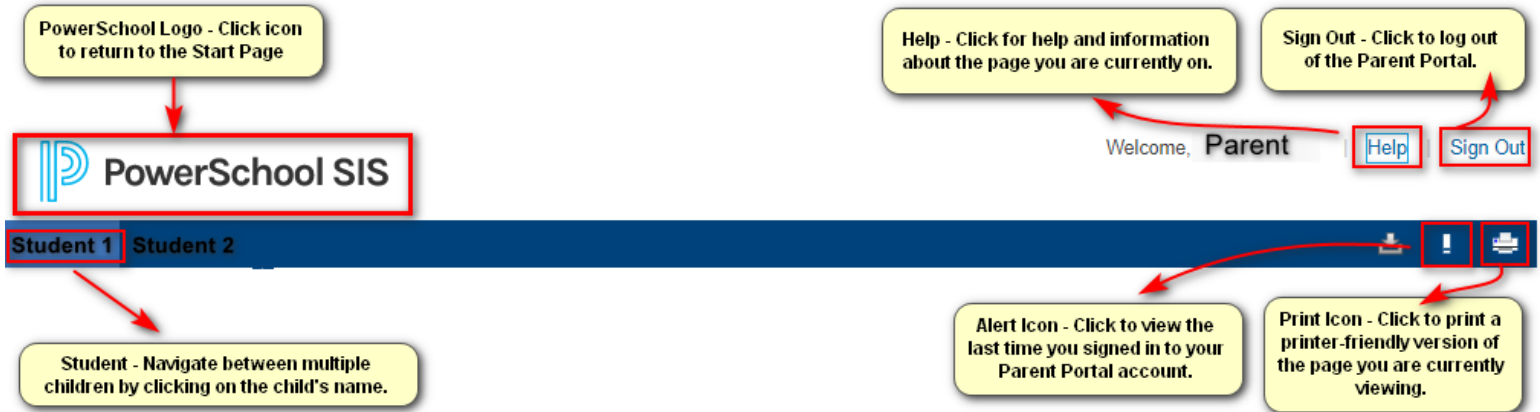
A screenshot of the PowerSchool SIS "Student and Parent Sign In" page. The page has a dark blue header with the PowerSchool SIS logo. Below the header, there are two buttons: "Sign In" and "Create Account". The "Sign In" button is highlighted. Below the buttons are two input fields: "Username" and "Password". A yellow callout box with the text "1. Enter your Username and Password." has two red arrows pointing to the Username and Password input fields. Below the input fields is a link that says "Forgot Username or Password?". At the bottom of the form is a blue "Sign In" button. A yellow callout box with the text "2. Click Sign In" has a red arrow pointing to the "Sign In" button.

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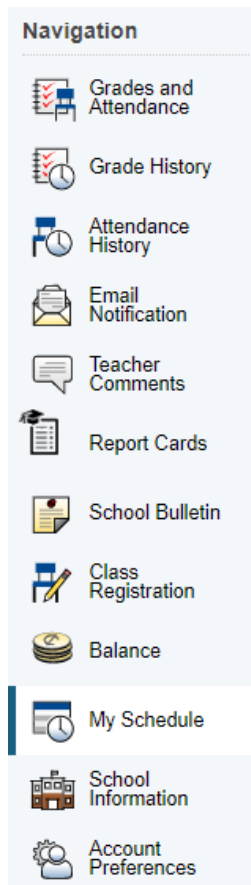
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### Navigating the Parent Portal

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

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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)

| Exp     | Attendance By Class |   |   |   |   |           |   |   |   |   |        |    |    |    |    |    |    |    |    |    | Absences | Tardies |    |    |    |   |
|---------|---------------------|---|---|---|---|-----------|---|---|---|---|--------|----|----|----|----|----|----|----|----|----|----------|---------|----|----|----|---|
|         | Last Week           |   |   |   |   | This Week |   |   |   |   | Course | M1 | T1 | M2 | E1 | S1 | T2 | M3 | M4 | E2 |          |         | T3 | S2 | Y1 |   |
|         | M                   | T | W | H | F | M         | T | W | H | F |        |    |    |    |    |    |    |    |    |    |          |         |    |    |    |   |
| EA(A-E) |                     |   |   |   |   |           |   |   |   |   |        |    |    |    |    |    |    |    |    |    |          |         |    |    | 10 | 0 |

1. Attendance with Codes for last two weeks.

3. Total number of absences and tardies

- 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 |

- 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 <sup>1</sup> |
|---------------------------|--------------|------------|--------------------------|
| 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 |          |            |       |       |   |       |  |

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- 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   |
|--|---|
|  <span style="background-color: #e6f2ff; padding: 5px;">Grade History</span>        | The <b>Grades History</b> page displays term grades for the selected student.   |
|  <span style="background-color: #e6f2ff; padding: 5px;">Attendance History</span> | The <b>Attendance History</b> page displays information about a student’s attendance record for the current term.   |
|  <span style="background-color: #e6f2ff; padding: 5px;">Email Notification</span> | The <b>Email Notifications</b> 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. |
|  <span style="background-color: #e6f2ff; padding: 5px;">Teacher Comments</span>   | The <b>Teacher Comments</b> page displays any comment that a teacher has entered regarding a student, such as a student’s achievement or behavior.  |
|  <span style="background-color: #e6f2ff; padding: 5px;">Report Cards</span>       | The <b>Report Cards</b> page displays report cards for the selected student.  |
|  <span style="background-color: #e6f2ff; padding: 5px;">School Bulletin</span>    | The <b>School Bulletin</b> 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.   |



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| Navigation Icon  | Description  |
|--|--|
|  Class Registration   | In the <b>Class Registration</b> page, students and their parents can manage their course requests for the next school year.   |
|  Balance              | The <b>Balance</b> 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 <b>My Schedule</b> 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 <b>School Information</b> page displays the physical address and contact information for the selected student's school.  |
|  Account Preferences | The <b>Account Preferences</b> 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. |