



PowerSchool Parent Portal User Guide

PARENT PORTAL USER GUIDE

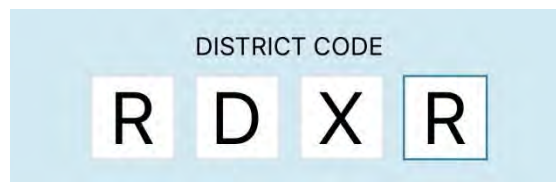
Access to the PowerSchool Parent Portal

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: yonkersps.powerschool.com.

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

Step 1: Access the Yonkers Public Schools PowerSchool Parent Portal at 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 sign-in page, similar to the one in Step 1. However, the "Create Account" tab is highlighted with a red circle, 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 circle 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:

The screenshot shows the 'Create Parent Account' form in the PowerSchool SIS parent portal. The form is titled 'Create Parent Account' and has a sub-section 'Parent Account Details'. It contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. A 'Password must:' section at the bottom indicates the password should be at least 8 characters long. Five yellow callout boxes with red arrows point to the input fields, providing instructions: 1. Type in First Name, 2. Type in Last Name, 3. Type in Email Address, 4. Type in Desired Username, and 5. Type in desired password and re-enter password.

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

The screenshot shows the 'Link Students to Account' form. It includes a header 'Link Students to Account' and a sub-section 'Link Students to Account'. Below the header, there is a text box that says 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. The form contains two rows of input fields. The first row is numbered '1' and includes fields for 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The second row is numbered '2' and includes fields for 'Student Name' and 'Access ID'. A 'Relationship' dropdown menu is shown with the text '-- Choose'. Four yellow callout boxes with red arrows provide instructions: 1. Enter Student First and Last Name, 2. Enter Parent Access ID from Letter for Student, 3. Enter Access ID Password from Letter for Student, and 4. Select your respective relationship to the student from the drop-down.

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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:

yonkersps.powerschool.com

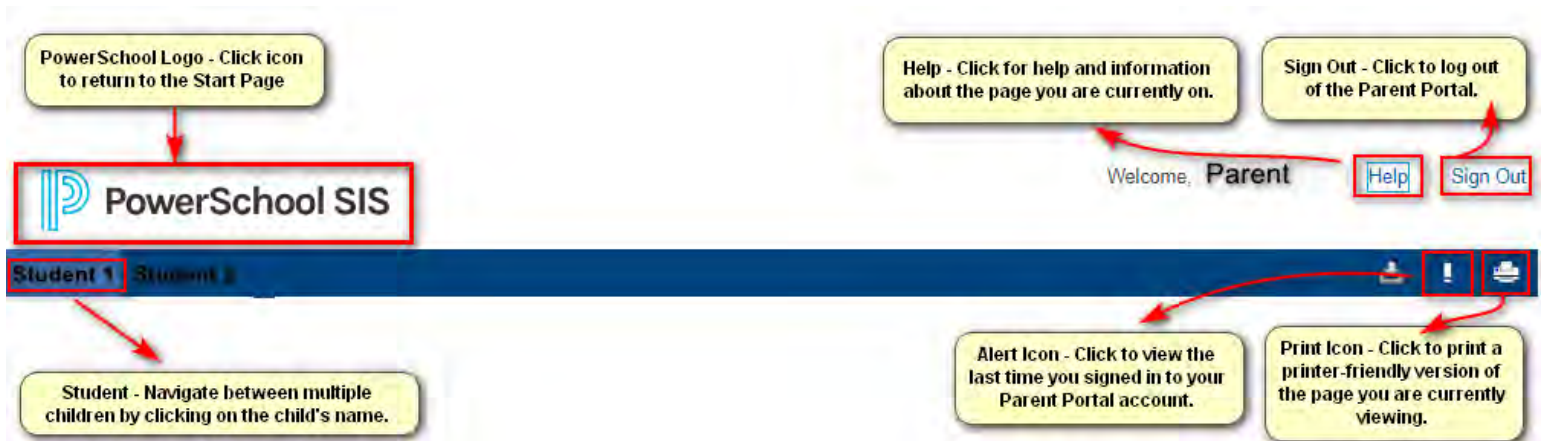
A screenshot of the PowerSchool SIS "Student and Parent Sign In" page. The page has a dark blue header with the PowerSchool SIS logo. Below the header, there are two buttons: "Sign In" and "Create Account". The "Sign In" button is selected. There are two input fields: "Username" and "Password". A yellow 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, there is a yellow callout box with the text "2. Click Sign In" and a red arrow pointing to the "Sign In" button.

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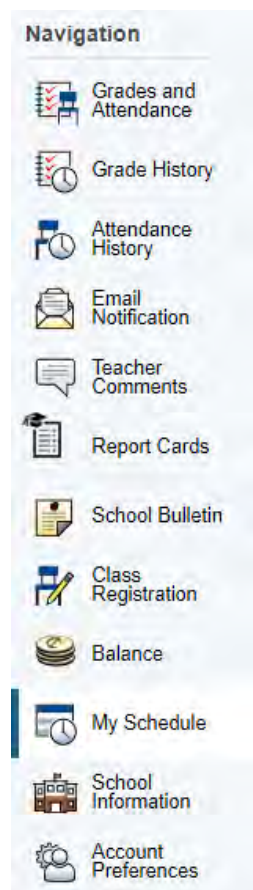
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Navigating the Parent Portal

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

The screenshot displays the 'Grades and Attendance' interface. At the top, there are tabs for 'Grades and Attendance' and 'Standards Grades'. Below is a section titled 'Attendance By Class'. It features a header with 'Last Week' and 'This Week' (M, T, W, H, F) and a grid of terms (M1, T1, M2, E1, S1, T2, M3, M4, E2, T3, S2, Y1). A row for 'HR Attendance - 1st Grade' shows attendance codes in brackets and a total of 10 absences and 0 tardies. Callouts highlight: 1. Attendance with Codes for last two weeks (pointing to the week columns), 2. Grade by Term(s) (pointing to the term columns), and 3. Total number of absences and tardies (pointing to the summary cells).

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







The screenshot displays the 'Class Score Detail' interface. At the top, there are tabs for 'Grades and Attendance' and 'Standards Grades'. Below is a table with columns for 'Course', 'Teacher', 'Expression', and 'Final Grade'. The course is 'HR Attendance - 1st Grade', the teacher is 'Teacher Name', and the expression is 'EA(A-E)'. Below the table, there are sections for 'Teacher Comments', 'Section Description', and 'Assignments'. The 'Assignments' section shows a table with columns for 'Due Date', 'Category', 'Assignment', 'Flags', 'Score', '%', and 'Grade'. The message 'No Assignments found.' is displayed.

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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
 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.

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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.