

PowerSchool

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades, and detailed assignments. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their grade book to make decisions on what information they want to share with students and parents.

Step 1 of 2: Contact the Powerschool Coordinator at the school, or the ITM Helpdesk at 513-363-0390, to obtain the Access ID and Access Password for your student. *Please note that your email address must be listed in Powerschool for the ITM Helpdesk staff to assist you.*

Students have their own user name and password for Powerschool. The Access ID and Access Password are specifically for parents to link the student to the parent account. The Access ID and Access Password WILL NOT log you in to Powerschool.

Step 2 of 2: After receiving the Access ID and Access Password you will need to create your individual Powerschool Parent Account.

1. Go to the Powerschool home page at <https://powerschool.cps-k12.org/public/>.
2. Choose the "Create Account" tab.
3. Click the "Create Account" button
4. The top portion of the page is where you enter your parent information. All information must be completed.

Create Parent Account

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

Password must:
•Be at least 6 characters long

5. The bottom portion of the page is where you enter your student(s) information. The Access ID is typically the first five letters of the student's first name, period, last name and the day of their birth.

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="text"/>
Relationship	-- Choose <input type="button" value="v"/>

2

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

6. After you have entered your student(s) information, click  on the bottom of the page to submit the form and link the students to your account.

Note: Additional students can be added to your account at any time through the Account Preferences menu item.

7. Powerschool will bring you back to the Student/Parent Log in page and you can log in with the user name and password you created.

Sign In Create Account

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

[Administrator Log In](#)
[Teacher Log In](#)
[Substitute Teacher Log In](#)

Student and Parent Sign In

Username	<input type="text"/>
Password	<input type="text"/>

[Having trouble signing in?](#)

[Parent User Guide](#)