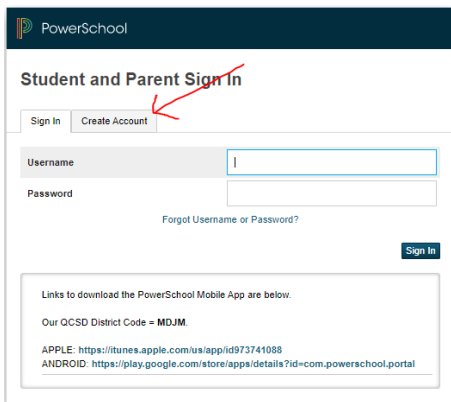# Quakertown
Parent Portal: Single Sign-On Account Creation

Please read this important information so you can access your student's PowerSchool information. Parents need to create an account to access all of their children's information from a **SINGLE LOGIN**. Parents will be required to create their own user name and password so that they can access their child's information. This only needs to be completed **one time**, and **not** on a yearly basis. If you completed this account creation process during a previous school year and you DO NOT need to add any additional students, then you will not need to complete the following steps. If you already have an account, but need to add a new student to your account, please follow steps below for "**Adding an additional student**."

Parents should go to: www.qcsd.org
>   Select the drop down menu for Technology
>   Select "For Parents"
>   Select "PowerSchool"
>   Select "Parent Portal"

You will be redirected to PowerSchool:
1. **Click the "Create Account" button.**
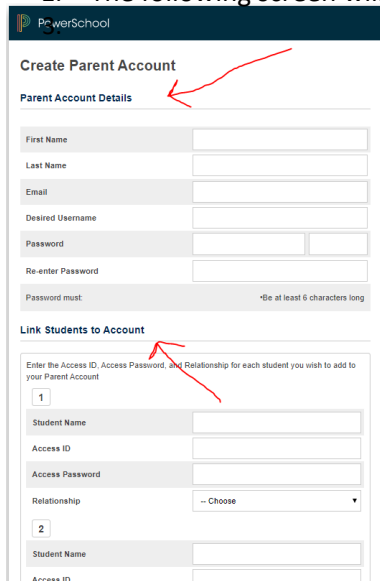
This is a brand new user name and password that you are creating for your family. Do not use the student's Access ID and Access password here. You will use that information to link the student accounts to your parent portal account. Please make note of the user name and password that you create. This is how you will login to PowerSchool after the account is set up.

2. The following screen will appear. **Complete the appropriate information.**

Enter the parent first name, last name, email address, a desired username, and password. **Please note**: more than one account can be created for the same student. To set up another account, simply follow these directions, and enter a different email address in the email section.

- The **user name** should not contain any apostrophes.
- The **password** must be a minimum of 8 characters in length and contain no apostrophes.

Under the section "Link Students to Account" is where you will set up access to each student account by entering the following:

- **Student Name**
- **Access ID** – located on the letter provided by the school
- **Access password** – located on the letter provided by the school
- **Your relationship to the student**

3. **Select Enter when you have completed the linking of all of your children.**
4. **You will receive this message:**

PowerSchool

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

Parent Sign In

Username

Password

Having trouble signing in?

Sign In

Your new user name and password are valid and will be used to access the parent portal from this point forward!

PowerSchool

Harold Jacee

Navigation

Grades and Attendance

Grade History

If parent/guardians share the same account, ONLY ONE parent/guardian may access the account at a time.

After successfully logging in, you will see a series of tabs under the PowerSchool logo listing the children that are now linked to your account.

Click on the child's name to view information for that student.

What if you forget your login information after setting up the account?

On the login page, click the *'Having trouble logging in?'* link.

If you forgot your password:
- Fill in your User Name and Email Address
- Hit Enter

The system will authenticate your information and send you a security token with instructions on how to reset your password to the email address listed.

It is important to note that the security token sent is only good for 30 minutes. If you fail to reset the password in that allotted time, you will need to repeat this process.

If you forget your User Name:
- Click on the *'Forgot User Name?'* tab
- Enter your Email Address
- Hit Enter

The system will authenticate your information and send you an email listing your user name.

PowerSchool

Parent Sign In

Username

Password

Having trouble signing in?

Sign In

PowerSchool

Recover Account Sign In Information

To recover your account sign in information, provide the information below.

Forgot Password? | Forgot Username?

Username

Email Address

Enter