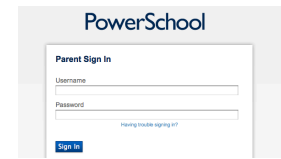


# PowerSchool Parent Access Single Sign On



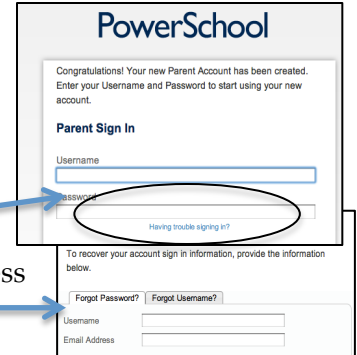
## To Log in:

- Go to the PowerSchool Parent Login Page by choosing one of the two sites below:
  - Go to: <http://powerschool.batesville.k12.in.us>
  - Navigate to the PowerSchool link from the school web site: <http://www.batesvilleinschools.com/> - click on your child's school
- Log in using your Parent Account Information

## To Access Username or Password from an Existing Account

If you have a Parent Access account but do not recall your username and / or password, you can retrieve it from the PowerSchool Log In Screen.

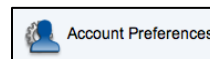
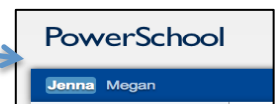
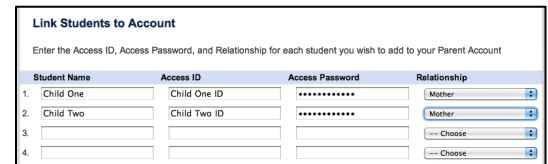
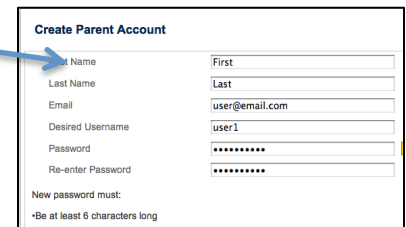
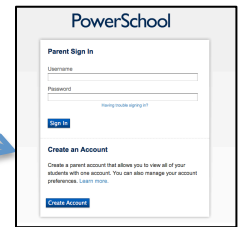
- Click on the "Having trouble signing in" link.
- Chose the tab – 'Forgot Password' or 'Forgot Username' to retrieve an existing username or password. You will be asked to type in an email address and/or username.
- An email will be sent with a link to change your password for future log in.



## To create a new account

If you have not yet created your Parent Account:

- Click on the **Create Account** button. (Note: Each Parent/Guardian can create their account as long as they have their child's Access ID and Access Password.)
- Enter your **First Name**, **Last Name**, and **Email**. The email address must be unique
  - Enter a **Username**
  - Enter a **Password** with at least 6 characters
- Enter the **Student Name** along with the **Access ID** and **Access Password** from the letter sent from your child's school.
  - Select a **Relationship** for the student
  - Additional students can be added at this time or after login access has been completed.
  - Click **Enter**
- When your account is successfully created, you will be directed to the PowerSchool log in page. Use the username and password in the previous step to log into the parent portal.
- You can navigate between multiple children by clicking on the names on the upper left.



## To Add a Child to an Existing Account

- Log in to PowerSchool Parent Access
- Click on the 'Account Preferences' button
- Click on the Students tab
- Click the Add button
- Enter the PowerSchool account information from the school letter you received with the Access Name and Access Password. Click Submit.
- You should now have access to information for the newly added student.

