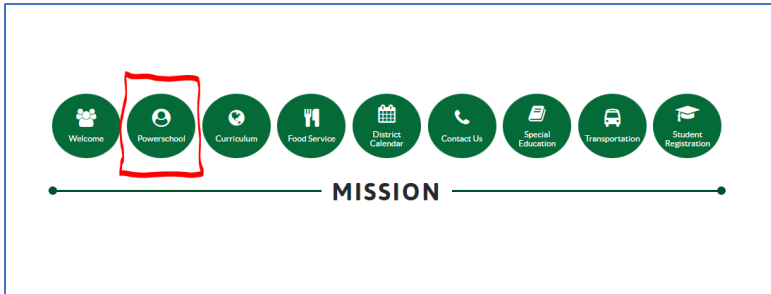




## Establishing a Parent Portal Account

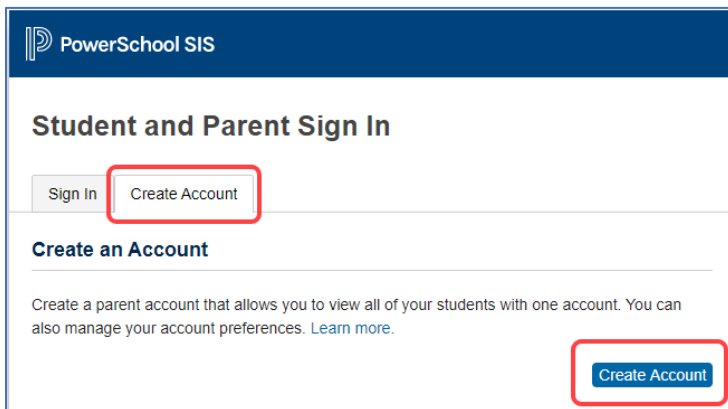
The Student/Parent Portal provides online access to student schedules, attendance, assignments, class grades, as well as report card grades. This allows parents/guardians to monitor students in grades 6 through 12 progress to monitor student achievement. Students in grades 6 through 12 also have access to the student friendly version of the Parent Portal.



Prior to creating a Portal account, users must have the **Access ID** and **Access Password** provided by your child’s school of attendance.

Using a web browser such as Google Chrome, Internet Explorer, Firefox and/or Safari from a computer, laptop or tablet, enter [www.sau85.org](http://www.sau85.org) into the search bar.

From the SAU85 Home page, click the **Powerschool** icon and then click the **Student and Parent Sign In** button. Click the **Create Account** tab and then click the **Create Account** button.



Enter the required **Parent Account Details** information in the fields.

| PowerSchool SIS  |                             |
|--|-----------------------------|
| <b>Create Parent Account</b>   |                             |
| <b>Parent Account Details</b>  |                             |
| First Name   | Test                        |
| Last Name  | Student                     |
| Email  | tstudent@sunapeeschools.org |
| Re-enter Email   | tstudent@sunapeeschools.org |
| Desired Username   | tstudent                    |
| Password   | ..... Strong                |
| Re-enter Password  | .....                       |
| Password must: <span style="float: right;">•Be at least 8 characters long</span> |                             |

**Name** - First and last name.

**Email** - Student notifications related to your parent account are sent to this email address.

**Desired Username** - Your username is your unique PowerSchool identity.

**Password** - Your password must be at least 8 characters long, contain at least one uppercase and one lowercase letter, contain at least one number and at least one special character.



Passwords expire in 180 days. It is recommended that you keep your username and password private.

### Linking Your Student(s) to the Account

The Access ID and Access Password provided by your child's school of attendance. Enter the **Student Name**, **Access ID**, **Access Password** and then select your **Relationship** you wish to add to your Parent Account.

**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    | Sunapee Test |
| Access ID       | 1234567D     |
| Access Password | .....        |
| Relationship    | Mother ▼     |

Once you have completed entering the required information scroll down and click **Enter**. A confirmation is sent to your email address.

Login using your newly created Parent Portal username and password.

PowerSchool SIS

**Student and Parent Sign In**

Sign In Create Account

|          |          |
|----------|----------|
| Username | tstudent |
| Password | .....    |

[Forgot Username or Password?](#)

Sign In

Click the **Forgot Username or Password?** link should you need to use the auto recovery feature in PowerSchool.