

PowerSchool Parent QuickStart—Single Sign-on

1. From the PowerSchool Public page, powerschool.cocalico.org click the **Create Account** tab. (Note: Each parent/guardian can create their own account as long as they have a child's **Access ID** and **Access Password**.)

2. Click the **Create Account** button.

3. Enter your **First Name**, **Last Name**, and **email address**. The email address must be unique.

Enter a **user name**. (Must be unique)

Enter a **password** that has at least **6** characters.

The screenshot shows the PowerSchool website interface. At the top, there is a dark blue header with the PowerSchool logo. Below the header, the main heading is "Student and Parent Sign In". A red text alert states: "A mobile app is available! Download from the apps store. Use powerschool.cocalico.org as the server address. Or, upon login, the four letter District Code will be displayed on the lower left part of the page." Below this, a message for Parents/Guardians says: "You must first create an account to gain access! If you created an account in a previous year, enter that login information in the boxes below." A link is provided: "Please click this link to view the parent access procedures: PowerSchool Parent Access". At the bottom of this section are two buttons: "Sign In" and "Create Account".

The "Create an Account" section is highlighted. It contains the following text: "Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more." A dark blue "Create Account" button is positioned to the right.

The "Create Parent Account" form includes the following fields:

- First Name
- Last Name
- Email
- Desired Username (with a note: "No @ symbol may be used.")
- Password
- Re-enter Password

At the bottom, a "Password must:" label is followed by a note: "•Be at least 6 characters long".

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4. Enter a **child's 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.

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account. This is you to the child.

	Student Name	Access ID	Access Password	Relationship
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾

5. Future access to your account is granted through the login dialog box.

Enter

Sign In Create Account

Select Language English ▾

Username

Password

[Forgot Username or Password?](#)

Sign In

Please feel free to contact your child's building or email powerschool@cocalico.org

The PowerSchool Student and Parent Resource Center can be found here: <https://www.powerschool.com/parent-student-resource-center/>