

PHENIX CITY
PUBLIC SCHOOLS
Schools of Inquiry, Innovation, and Impact

PowerSchool Parent Portal User Guide

PARENT PORTAL USER GUIDE

Access to the PowerSchool Parent Portal

The PowerSchool Parent Portal is accessible from any device with Internet access (i.e. computer, tablet, smartphone). The Phenix City Schools' PowerSchool Parent Portal can be accessed by typing the following URL in your web browser address bar: <http://phenixcs.powerschool.com/public>.

Additionally, you can access the PowerSchool Parent Portal via the free mobile app available on both iOS (iPhone or iPad) or Android devices. On iOS devices, the PowerSchool app can be downloaded via the App Store and on Android devices, the PowerSchool app can be downloaded via the Google Play Store.



In order to access the Phenix City Schools site via the mobile app, you will need to enter the PCS district code as follows:

A screenshot of a light blue login interface. At the top, it says 'To sign in, we need to know your district.' Below this, the text 'DISTRICT CODE' is centered above a row of four white square buttons containing the letters 'K', 'K', 'N', and 'F' in black. At the bottom of the interface, there is a link that reads 'Where's My District Code?'.

Creating a PowerSchool Parent Portal Account

To access the PowerSchool Parent Portal, you will need to create 1 (one) account to access the information for all children you currently have enrolled in Phenix City Schools. Prior to creating your account, you are required to:

- Have an e-mail address
- Obtain an access ID and Password for each child you have enrolled in Phenix City Schools

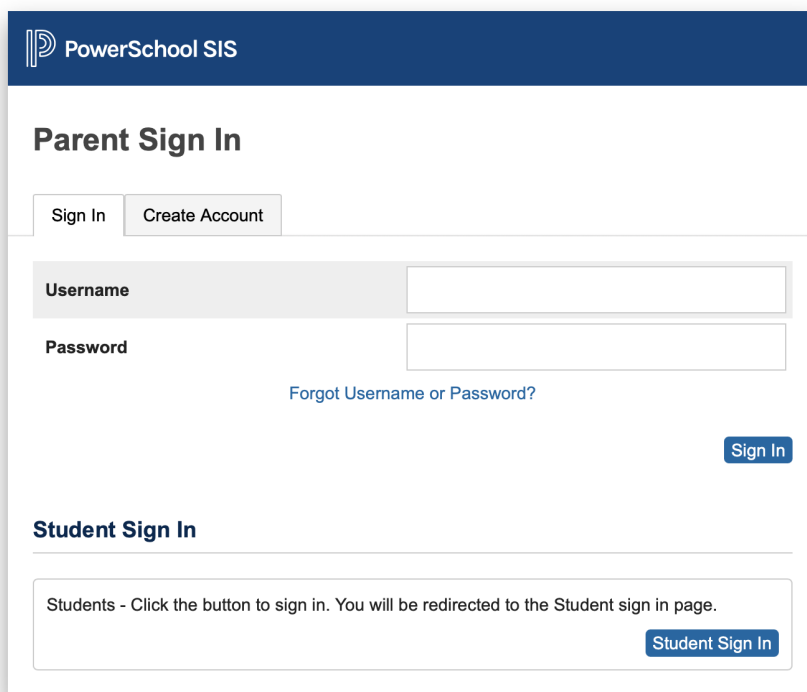
Your child(ren)'s school's administration can assist you with any of the above-referenced items.

IMPORTANT NOTE

To successfully register/create your Parent Portal account, the registration should be completed on a PC or laptop. Unfortunately, the registration cannot be completed on a mobile or tablet device.

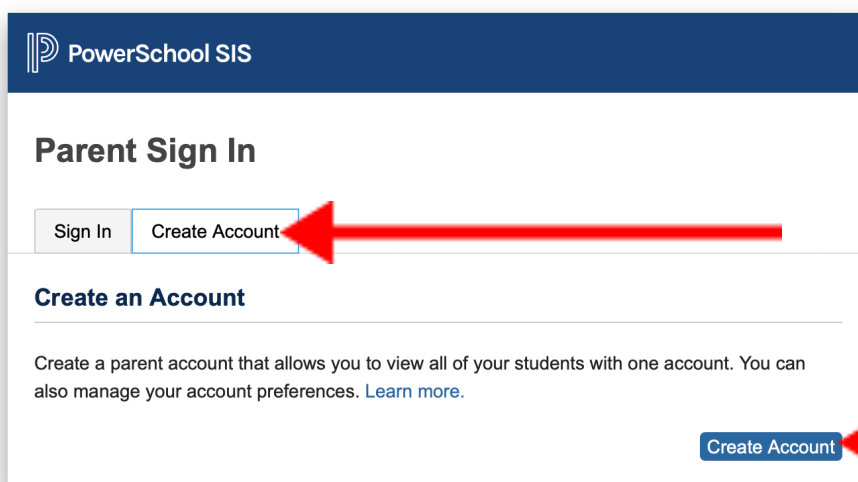
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Step 1: Access the PCS Parent Portal webpage at phenixcs.powerschool.com/public



The screenshot shows the PowerSchool SIS Parent Sign In page. At the top is a dark blue header with the PowerSchool SIS logo. Below the header, the page title "Parent Sign In" is displayed. There are two tabs: "Sign In" (selected) and "Create Account". Under the "Sign In" tab, there are input fields for "Username" and "Password", a link for "Forgot Username or Password?", and a blue "Sign In" button. Below this section is a "Student Sign In" section with a message: "Students - Click the button to sign in. You will be redirected to the Student sign in page." and a blue "Student Sign In" button.

Step 2: Click on the Create Account tab and then the blue Create Account button



The screenshot shows the PowerSchool SIS "Create an Account" page. The "Create Account" tab is selected and highlighted with a red arrow. Below the tabs, the section title "Create an Account" is displayed. The text reads: "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.](#)" At the bottom right, there is a blue "Create Account" button, which is also highlighted with a red arrow.

Step 3: Enter the information below to create a Parent/Guardian account:

The screenshot shows the 'Create Parent Account' form in the PowerSchool SIS system. The form is titled 'Create Parent Account' and has a section for 'Parent Account Details'. It contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. There are also instructions for the password: 'Password must: •Be at least 8 characters long'. Numbered callouts with arrows point to each field: 1. Type in First Name, 2. Type in Last Name, 3. Type in Email Address, 4. Type in Desired Username, and 5. Type in desired password and re-enter password.

PowerSchool SIS

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must: •Be at least 8 characters long

1. Type in First Name
2. Type in Last Name
3. Type in Email Address
4. Type in Desired Username
5. Type in desired password and re-enter password

Step 4: Enter the information below to link students to a Parent/Guardian account:

The screenshot shows the 'Link Students to Account' form. It has a heading 'Link Students to Account' and a sub-heading 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. There are two numbered sections, 1 and 2. Section 1 has fields for 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. Section 2 has fields for 'Student Name' and 'Access ID'. Numbered callouts with arrows point to each field: 1. Enter Student First and Last Name, 2. Enter Parent Access ID from Letter for Student, 3. Enter Access ID Password from Letter for Student, and 4. Select your respective relationship to the student from the drop-down.

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

Access ID

Access Password

Relationship

2

Student Name

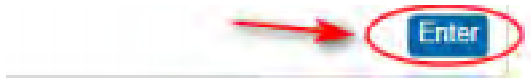
Access ID

1. Enter Student First and Last Name
2. Enter Parent Access ID from Letter for Student
3. Enter Access ID Password from Letter for Student
4. Select your respective relationship to the student from the drop-down

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You can repeat Step 4 to link up to seven (7) students to a Parent/Guardian account with the required fields of information for each student.

Step 5: Click Enter at the bottom of the page to complete setting up your account:



It is important that you keep your Username and Password confidential so only **you** can access the information.

Logging Into the PowerSchool Parent Portal

To log in to the Phenix PowerSchool Parent Portal, enter the URL below into your web browser address bar:

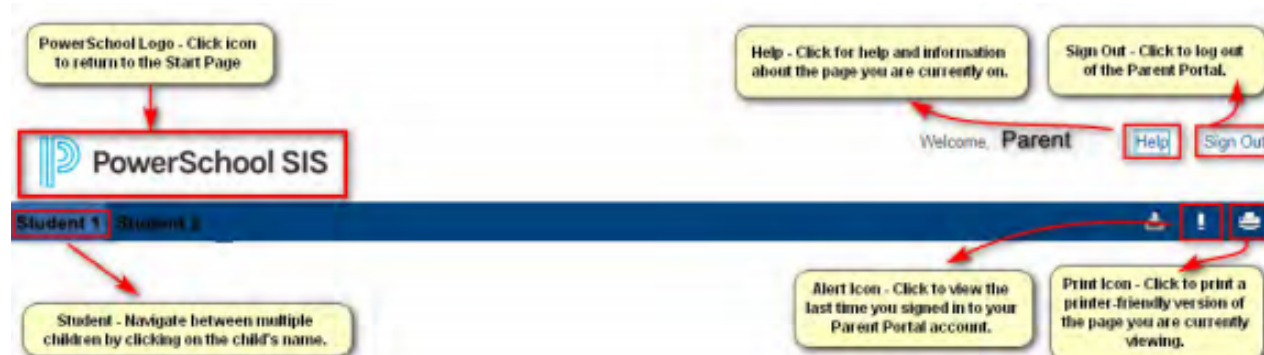
<https://phenixcs.powerschool.com/public>

The screenshot shows the PowerSchool SIS login page. At the top is a blue header with the PowerSchool SIS logo. Below it is the title "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. At the bottom right is a "Sign In" button. Two yellow callout boxes with red arrows provide instructions: "1. Enter your Username and Password." points to the input fields, and "2. Click Sign In" points to the "Sign In" button.

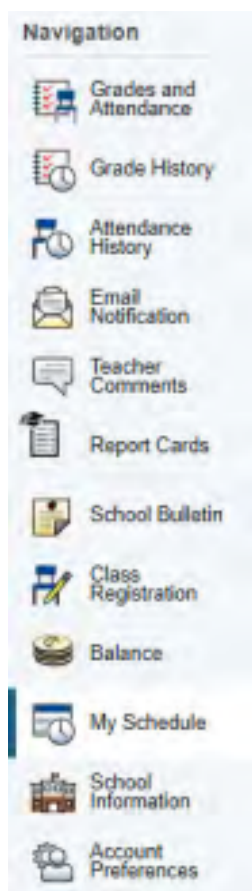
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Navigating the Parent Portal

The following Navigation Bar appears at the top of every page in the PowerSchool Parent Portal:



Once you have logged into the Parent Portal, you will now have real-time access to the following items for your child(ren) located in the Navigation Menu panel on the left-hand side of the page:



- Grades and Attendance (Current)
- Grade History
- Attendance History
- Email Notification (Set-up)
- Teacher Comments
- Report Cards
 - School Bulletin for Important Messages
- Student Schedule
- School Information
- Account Preferences

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The PowerSchool Parent Portal automatically opens to the Grades and Attendance page. It is the default quick lookup page, which displays student's classes, attendance, teachers, and grades, which are pulled from each respective teacher's grade book.

Grades and Attendance: Student 1

The screenshot displays the 'Grades and Attendance' page for a student. It features a table with columns for 'Last Week' (M, T, W, H, F) and 'This Week' (M, T, W, H, F). The table shows attendance data for the course 'HR Attendance - 1st Grade' taught by 'Teacher Name'. The 'Absences' column shows a total of 10, and the 'Tardies' column shows a total of 0. A legend at the bottom provides more information regarding attendance codes.

1. **Attendance:** Provides a snapshot of the last two weeks of the student's attendance.

A legend is located at the bottom of the quick lookup screen with more information regarding attendance codes.

2. **Course Grades (by term):** When grades become available for each specified term, you are able to click on the class grade to see class assignments (if posted by the course teacher) for the current academic year.

Class Score Detail: Student Name






The screenshot displays the 'Class Score Detail' page for a student. It features a table with columns for 'Course', 'Teacher', 'Expression', and 'Final Grade'. The course is 'HR Attendance - 1st Grade', the teacher is 'Teacher Name', and the expression is 'EA(A-E)'. The final grade is shown as a percentage. Below the table, there are sections for 'Teacher Comments', 'Section Description', and 'Assignments'. The 'Assignments' section shows a table with columns for 'Due Date', 'Category', 'Assignment', 'Flags', 'Score', '%', and 'Grade'. The message 'No Assignments found.' is displayed.






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3. **Absences/Tardies Total:** To view the list of attendance dates for absences and tardies, click on the number for either column. You will be directed to the Dates of Attendance page.

Dates of Attendance:

Dates of all absences for HR Attendance - 1st Grade Exp. EA(A-E)		for M1:
1.	- ILA	
2.	- ILA	
3.	- ILA	
4.	- ILA	
5.	- ILA	
6.	- ILA	
7.	- ILA	
8.	- ILA	
9.	- II A	
10.	- ILA	

Navigation Icon	Description
 Grades and Attendance	The Grades and Attendance page displays term grades and attendance totals for the selected student.
 Class Assignments	The Class Assignments page displays each assignment and grade given for all classes. You must choose the term at the top. F1 = full year, Q1 = quarter, etc.
 Attendance History	The Attendance History page displays information about a student's attendance record for the current term.
 Email Notification	The Email Notifications page provides you with the ability to manage your parent account email preferences, including what information you would like to receive, how often you would like to receive the information, and any additional email addresses that you would like the information sent to. Email preferences may be applied to a single student or all students associated with your parent account.
 Teacher Comments	The Teacher Comments page displays any comment that a teacher has entered regarding a student, such as a student's achievement or behavior.

 Student Reports	<p>The Student Reports page displays report cards and other letters/reports sent from the school/district for the selected student. Some of these letters and reports will require a digital signature, which you can do from within the app!</p>
 School Bulletin	<p>The School Bulletin page serves as your child(ren)'s school's message board whereby the school(s) can post a variety of information for you to view.</p>
 My Schedule	<p>The My Schedule page will display the selected student's schedule, which can be viewed in two ways: a Week View schedule and a Matrix View schedule.</p>
 School Information	<p>The School Information page displays the physical address and contact information for the selected student's school.</p>
 Account Preferences	<p>The Account Preferences page provides you will the ability to manage your parent account information, including your name, user name, password, and email address. In addition, you can add any and all students for whom you have legal and parental rights to your account in order to view their information by way of your account.</p>