

Single Sign-On for PowerSchool Parent Portal

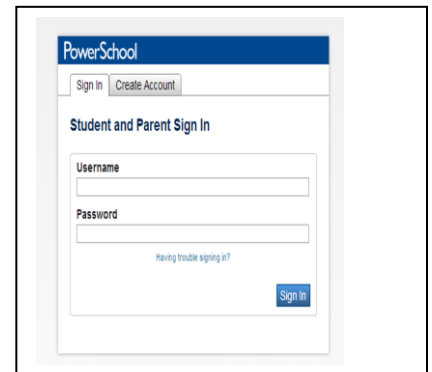
Parents are able to create one single account to access all related student accounts across the district.

To create your NEW SSO account, you will need at least one student's **CONFIDENTIAL PARENT** Access ID and **CONFIDENTIAL PARENT** Access Password as listed below.

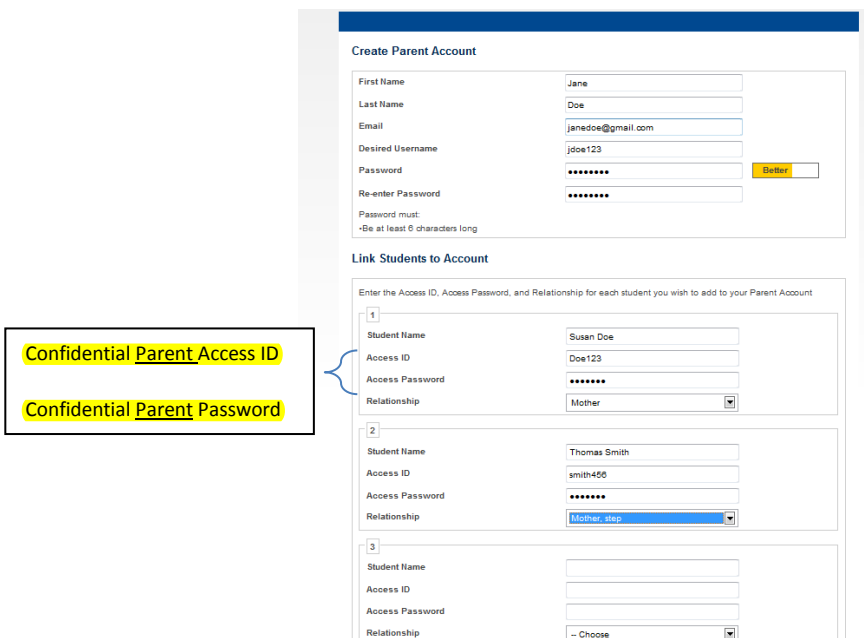
1. From your Internet browser, go to the PowerSchool Parent Portal at <https://ps.romeo.misd.net/public> and click on "Create Account"

2. On the next screen, you will enter your information:

- **First Name** and **Last Name** is the parent or guardian not the student
- **Email** will be used for notifications and resetting your password
- **Desired Username** must be unique to other users in PowerSchool
- **Password** must be at least 6 characters long; recommend the use of at least one number or special character to improve password strength
- **Access ID** and **Access Password** – The school sends home individual **Confidential Parent IDs** and **Confidential Parent passwords** for new students or one can be mailed to you upon request. We cannot give this information over the phone. **ACCESS ID's are CASE SENSITIVE and must be entered exactly as it appears on letter.**
- **Relationship** refers to the user's relationship to the student
- Click Enter when all student information has been added



The screenshot shows the PowerSchool Parent Portal Sign In page. At the top, there are links for "Sign In" and "Create Account". Below that, the page is titled "Student and Parent Sign In". There are two input fields: "Username" and "Password". Below the password field, there is a link that says "Having trouble signing in?". At the bottom right, there is a "Sign In" button.



The screenshot shows the "Create Parent Account" page. It has two main sections: "Create Parent Account" and "Link Students to Account".

Create Parent Account

First Name	Jane
Last Name	Doe
Email	janedoe@gmail.com
Desired Username	jdoe123
Password	***** Better
Re-enter Password	*****

Password must:
-Be at least 6 characters long

Link Students to Account

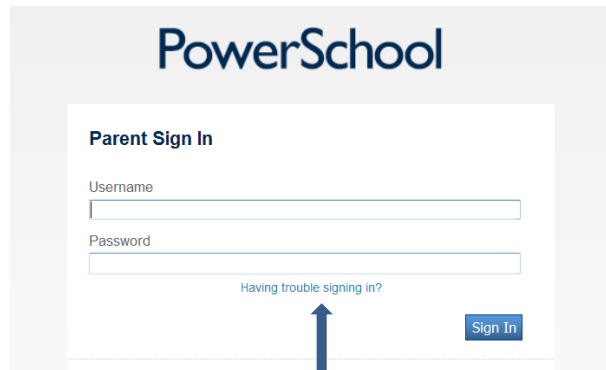
Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1	Student Name	Susan Doe
	Access ID	Doe123
	Access Password	*****
	Relationship	Mother
2	Student Name	Thomas Smith
	Access ID	smith456
	Access Password	*****
	Relationship	Mother, step
3	Student Name	
	Access ID	
	Access Password	
	Relationship	-- Choose

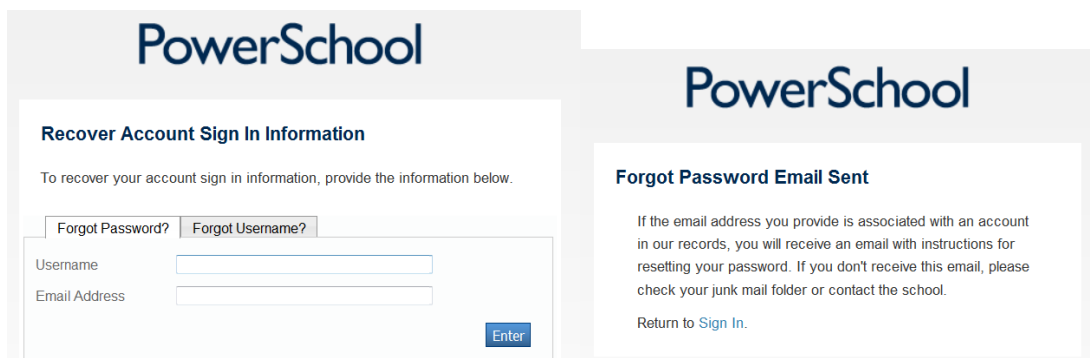
Two yellow callout boxes on the left point to the "Access ID" and "Access Password" fields in the first student entry, with the text "Confidential Parent Access ID" and "Confidential Parent Password" respectively.

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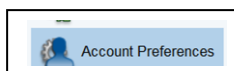
3. After you enter the required information and click Enter, PowerSchool will then prompt you to re-enter the NEW personal username and password that you just created.



At any time, you can use the “Having trouble signing in?” link to recover your account information. The system will verify the email address entered matches the original email address used to create the account. Forgotten usernames will be emailed directly, but you will be given a link (valid for only 30 minutes) to reset your password.



4. After logging in, you will see the main PowerSchool Parent Portal screen with each student's name listed at the top. Select a name and use the left Navigation menu to select an icon.



Use **Account Preferences** > Profile and Student tabs to make changes to your account or add additional students to your single sign-on account.

We hope you find this process easy to complete to access PowerSchool as a critical parent communication tool. Please make every effort to troubleshoot this process on your own, as school secretaries are not available to assist parents over the phone. Our technical staff is available on a limited basis for PowerSchool related issues, but cannot provide assistance regarding network, computer or browser issues from your home or work.