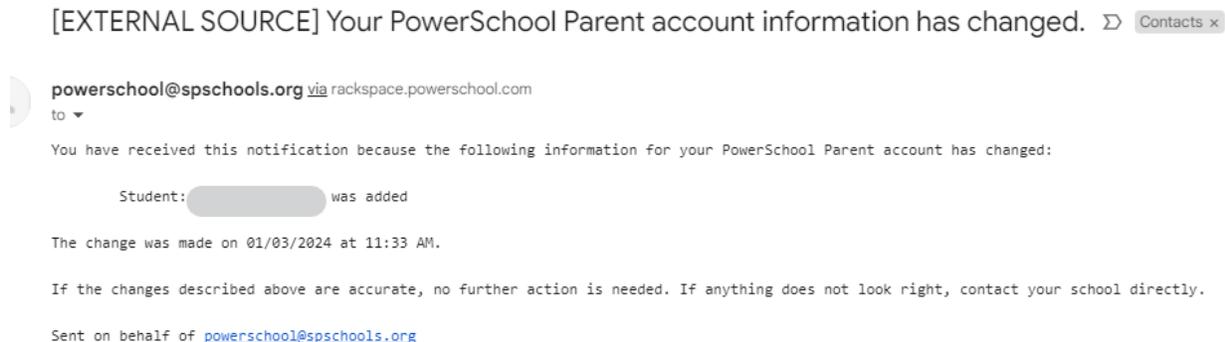


## Parent Instructions to Sign Into the PowerSchool Parent Portal for the First Time

Your student's school will create your original PowerSchool Parent Portal account for you. The Parent Portal will allow you to view attendance, view grades (junior and senior high only), download report cards, pay fees, make purchases, and complete registration forms. Once the school has created your portal, you will receive an email that looks like:



At this time, you know that your PowerSchool Parent Portal has been created. Please follow the instructions below to enter your Parent Portal for the first time.

1. Use a browser (not the app) for first time entry.
2. Go to the following website <https://spschools.powerschool.com/public/>
3. Input your username. In most cases for new parents it will be your email address.



4. Click the Forgot Username or Password Button.

5. Enter your username and email address (in most cases it will be the same) and select Enter.

**Recover Account Sign In Information**

**Forgot Password?** | **Forgot Username?**

Parents, to recover your password or if you have been provided a username and are setting your password for the first time, provide the information below. Students need to contact the school directly.

**Parent Username**

**Parent Email Address**

**Enter**

6. The next screen will say:

**PowerSchool SIS**

### Forgot Password Email Sent

If the email address you provide is associated with an account in our records, you will receive an email with instructions for resetting your password. If you don't receive this email, please check your junk mail folder or contact the school.

[Return to Sign In.](#)

7. You should receive an email shortly after. Please follow the steps in the email to sign into your PowerSchool Parent Portal. The email will look like:

[EXTERNAL SOURCE] PowerSchool Password Reset Request Inbox x

**powerschool@spschools.org** via rackspace.powerschool.com  
to ▾

You recently requested a new password.

To reset your password, visit the link below. This link is valid for only 24 hours.

[https://spschools.powerschool.com/public/recover\\_password.htm](https://spschools.powerschool.com/public/recover_password.htm)

If clicking the link above does not work, copy and paste the web site address in a new browser window instead.

If you have forgotten your username, click the "Having Trouble Signing In?" link on the sign in page and follow steps for recovering your username.

Note: Replies to this message are not monitored or answered.

Sent on behalf of [powerschool@spschools.org](mailto:powerschool@spschools.org)

8. If you do not receive an email, check your spam/junk folder. If it is not there, contact your student's school and they will assist you.
9. Once you have reset your password, sign back into your PowerSchool Parent Portal. Check to ensure that all your students have been added to your profile. If a student is missing from your profile, please contact their school directly.
10. Once you are finished in your PowerSchool Parent Portal, please remember to sign out.
11. You may also download the PowerSchool Mobile App to access information on your smart devices. The app is available from the App Store for Apple devices and Google Play for Android devices. Our district code is RZLZ. Please note that payment options, report cards and registration forms are not available through the app.
12. If your student is in grades 7-12, they will be given instructions for how to sign into their own PowerSchool Student Portal when they begin school.