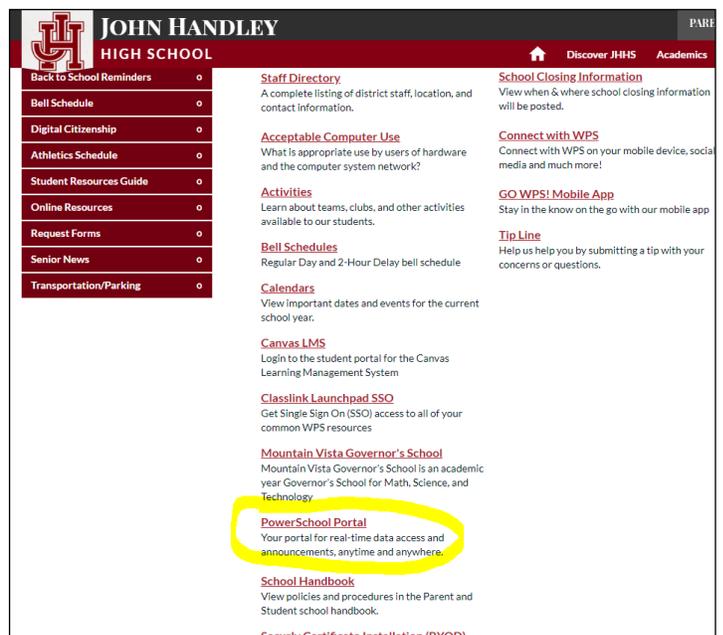# Creating Your Parent Portal Accounts For PowerSchool

1. **FIRST: Students must create their own account. Go to the [John Handley website](#). Click on the "Students" tab.**

2. **On the next window, click on the link for "PowerSchool Portal." This will bring you to the PowerSchool Student and Parent Sign In page.**


3. **Click on "Create Account." Upon registration, the school's registrar has provided the student with a general password to use for set-up.** *Should the student forget their password they can click the "Forgot Username or Password" option at bottom of the Sign In screen.*
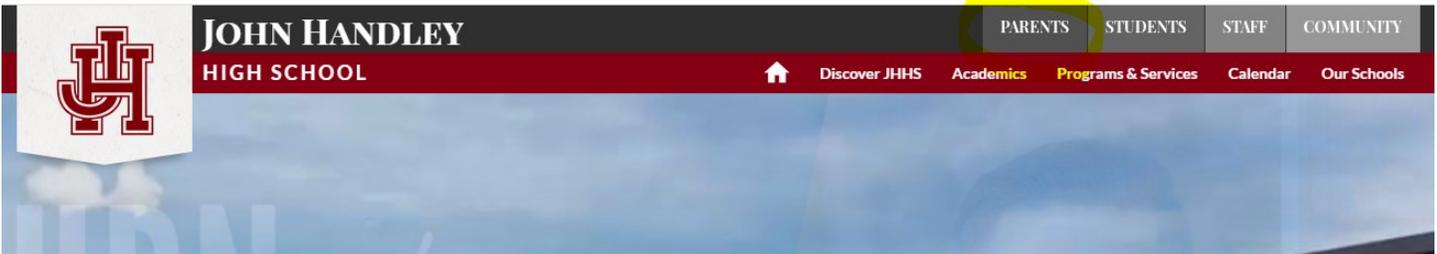
   The student's username is always in this format:

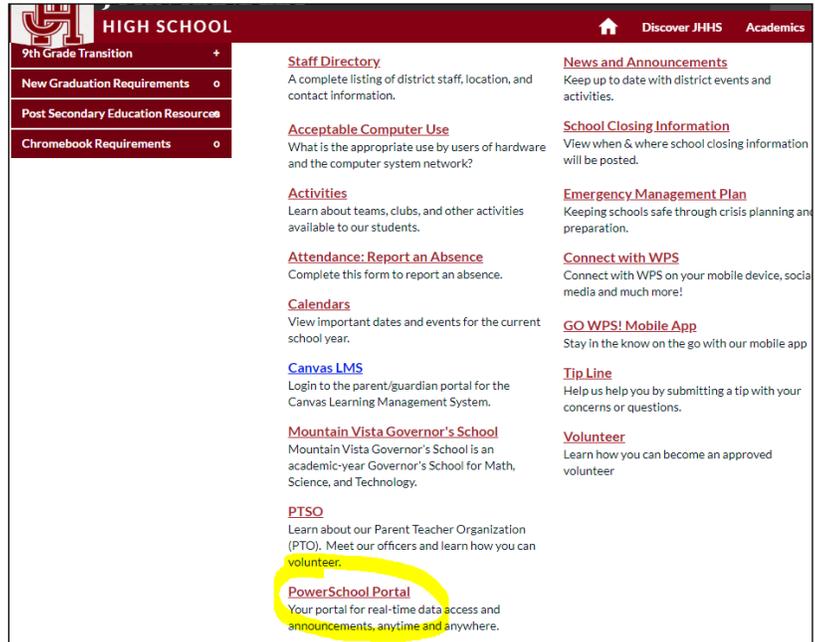   **First initial + last initial + ID#**

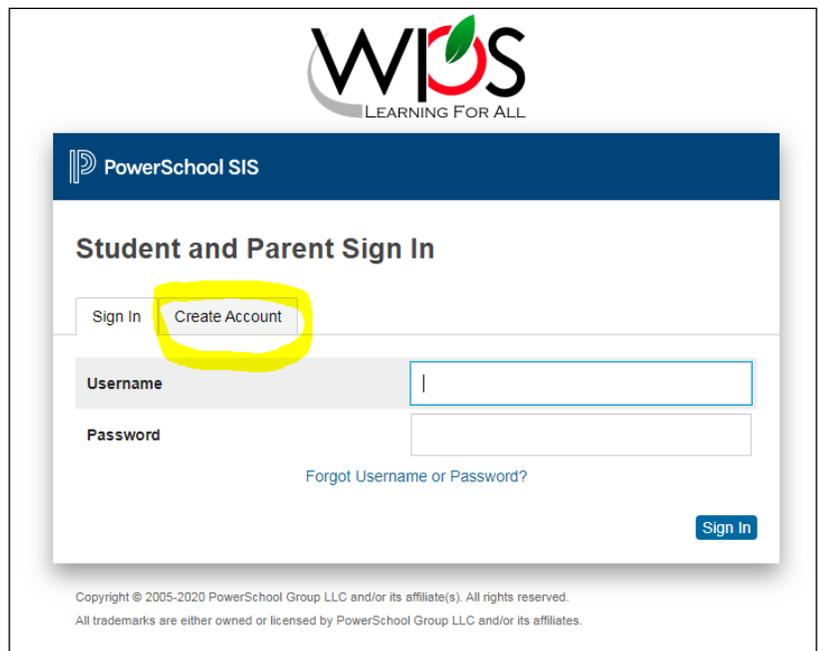   *For example, John Smith with student ID 12345 would be JS12345*
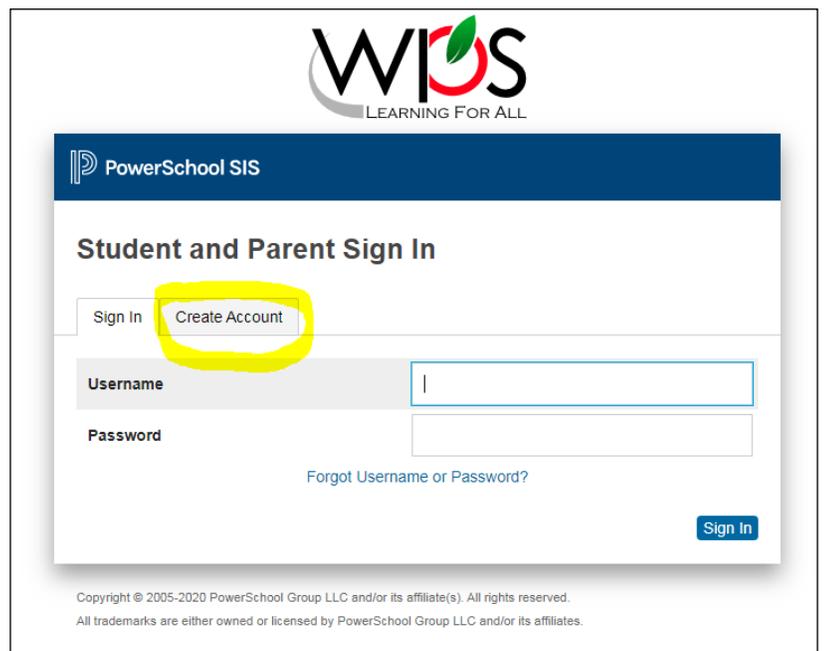
4. Once students have created their account, Parents: Go to the [John Handley website](). At the top right, click on the "Parents" tab.

5. On the next window, click on the link for "PowerSchool Portal".

6. This will bring you to the PowerSchool Student and Parent Sign In page. Click on "Create Account."

7. **At the "Create Parent Account" screen, enter your first name, last name, and email address in the appropriate fields. Next, enter your desired username and password (password must be at least 6 characters; remember that case matters). Confirm your password.**

Create Parent Account

Parent Account Details

First Name	
Last Name	
Email	
Re-enter Email	
Desired Username	
Password	
Re-enter Password	

Password must: •Be at least 8 characters long

Link Students to Account

NOTE: Parents can link up to 7 students during the account creation process. Additional students can be added later in the portal.

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	-- Choose

NOTE: Linking students to your parent portal account requires an access ID/key and password.

Student's Access ID is the same as their username. It is in this format:
First initial + last initial + ID#
For example, John Smith with student ID 12345 would be JS12345

Your student will need to give you THEIR PowerSchool password to enter for their Access Password (ie., the student needs to create a PowerSchool account first).

8. **You will be brought back to the Sign In window, where you enter your newly created username and password and click "Sign In" once you've entered your information.**

WPS
LEARNING FOR ALL

PowerSchool SIS

Student and Parent Sign In

Sign In | Create Account

Username	
Password	

Forgot Username or Password?

Sign In

If you need assistance, contact: JHHS Registrar: Brandy Woods • 540-662-3471, Extension 43011 • woodsb@wps.k12.va.us

Course Assignments
Parents can view individual assignments by clicking on the grade, located to the right of the course name. Each assignment's due date, score, percentage, and letter grade will be displayed.

Attendance and Email
Attendance details, for each class, can be viewed by clicking on the attendance total, to the right of each class grade. Attendance discrepancies should be addressed with your students school attendance clerk. Parents can email teachers by clicking on their name in the grades/attendance screen.