

# Flinthills School

USD 492



Date: September 22, 2016

Subject: Creating a NEW PowerSchool Parent Sign-in Account

Parents/Guardians,

You have been provided access to PowerSchool granting you the ability to view grades, attendance, lunch balances, and more.

Please see the instructions below in setting up your PowerSchool account.

**NOTE:** You may not be able to set up an account from your mobile device.

**Preferred account setup method:** Desktop computer or laptop via home-based internet connection

Upon successful completion of creating the account, you should be able to access your student's info via the PowerSchool app. Please call your school office for the PowerSchool Mobile District Code.

Step 1) Go to <https://flinthills.powerschool.com/public/home.html>  
Click on "Create Account"

A screenshot of the PowerSchool website's sign-in page. The page has a dark blue header with the PowerSchool logo. Below the header, the title "Student and Parent Sign In" is displayed. There are two buttons: "Sign In" and "Create Account". A red arrow points to the "Create Account" button. Below the buttons are two input fields for "Username" and "Password". At the bottom right, there is a "Sign In" button and a link for "Forgot Username or Password?".

Step 2) Click on "Create Account" again

PowerSchool

### Student and Parent Sign In

Sign In Create Account

#### Create an Account

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.](#)

Create Account

Step 3) Enter **your** personal information.

PowerSchool

### Create Parent Account

First Name	YOUR First Name
Last Name	YOUR Last Name
Email	Student's notifications related to your parent account will be sent to THIS email.
Desired Username	Create a Username. This will be your unique PowerSchool identity.
Password	Create a password. Must be at least 6 characters long.
Re-enter Password	Re-enter the password
Password must:	Be at least 6 characters long

Step 4) Enter your **student(s)** access information - *given to you by the school office.*

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	Enter your student's name
	Access ID	Enter your student's Access ID (the school office has this info)
	Access Password	Enter your student's access Password (the school office has this info)
	Relationship	-- Choose Relationship to student
2	Student Name	Only if you have another student in district.
	Access ID	(receive this info from school office)
	Access Password	(receive this info from school office)
	Relationship	-- Choose
3		

Step 5) Scroll to the bottom of the page and Click "Enter".

You should have successfully created your PowerSchool Parent account.  
If you have any question, please give us a call at (620) 476-2215.