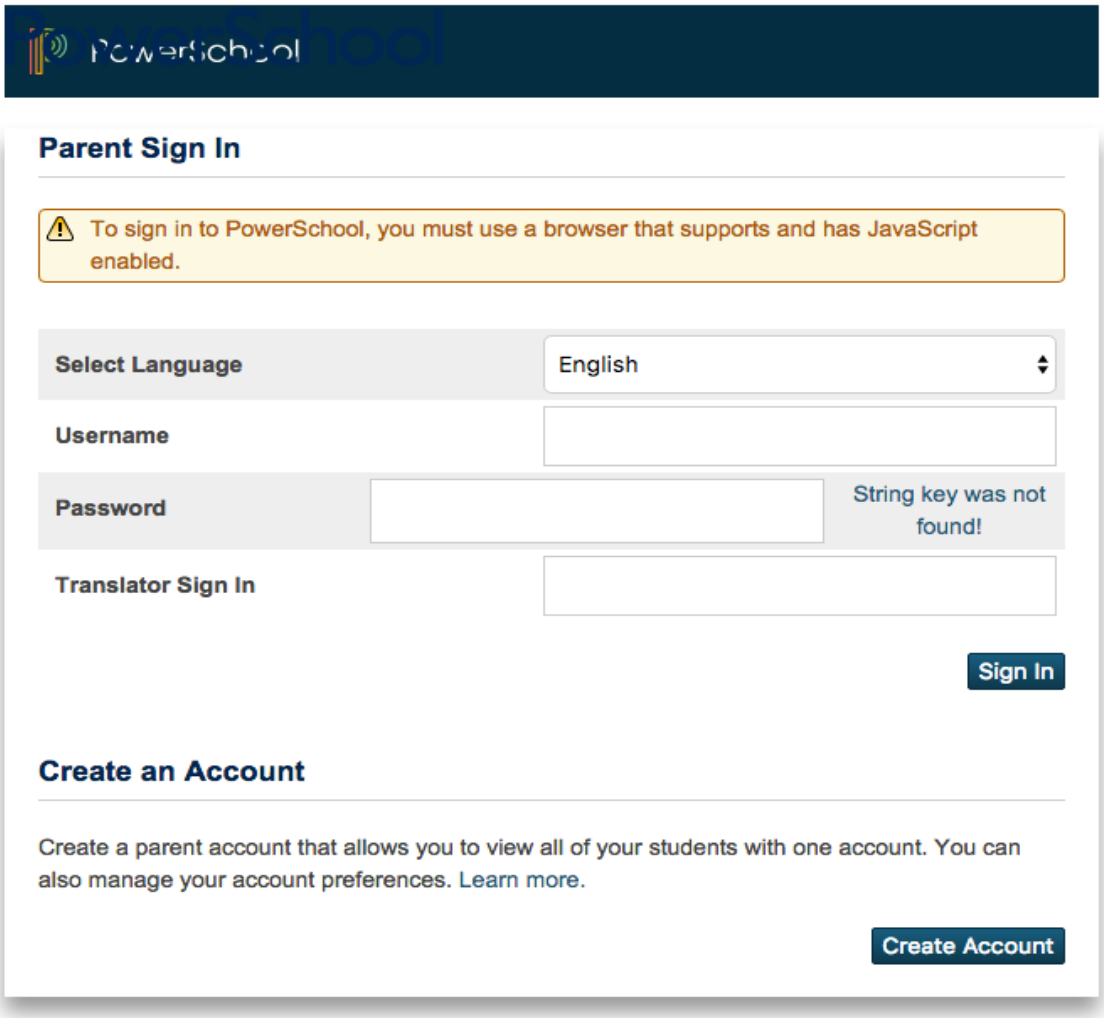
St. Francis Community Schools USD297

PowerSchool Parent Portal Access

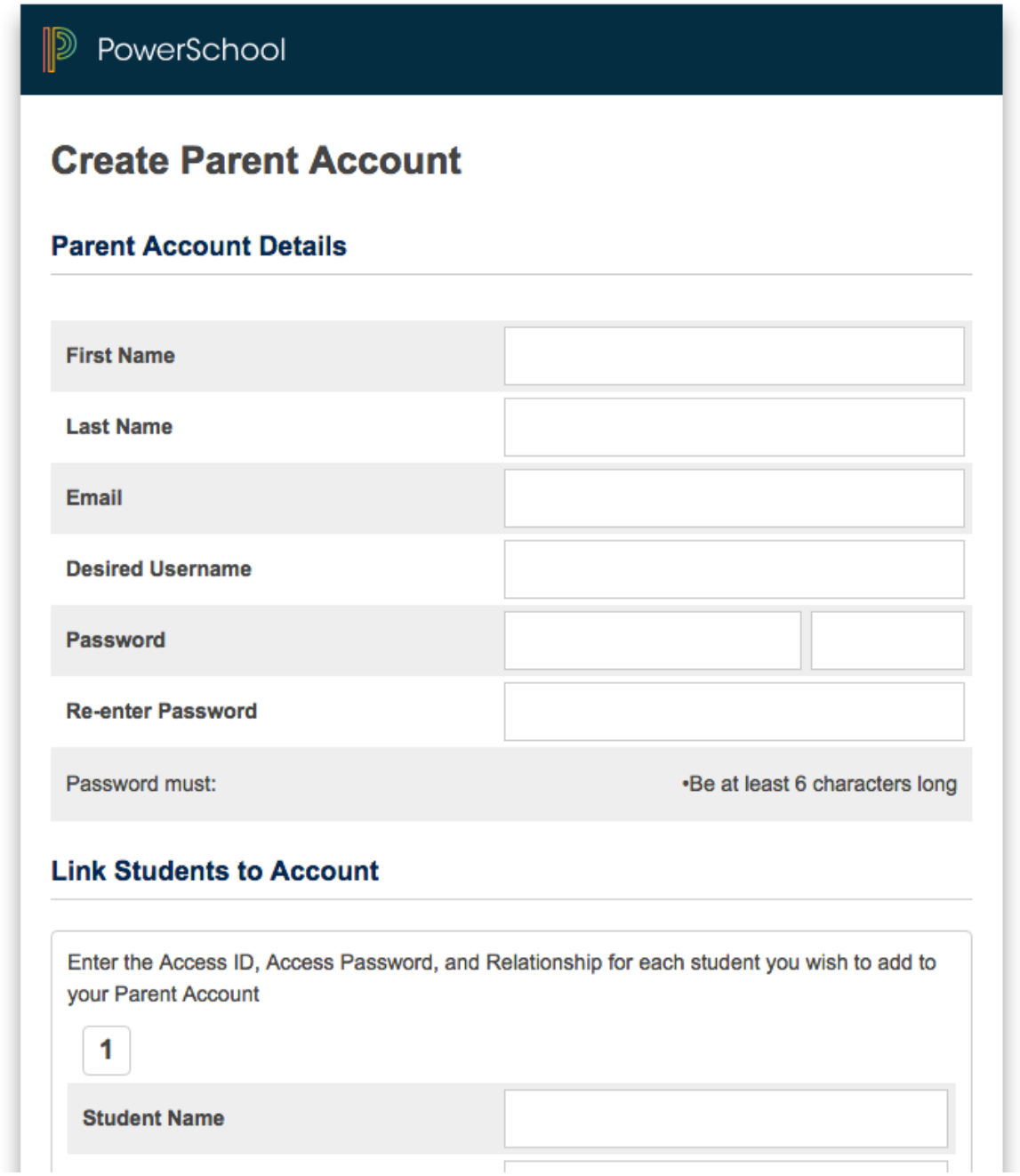
The new PowerSchool Parent Portal Access allows parents and guardians the ability to view more than one child's information with a Single Sign On. If you have not already set up your Single Sign On Parent Access, here are a few steps to help you activate the Single Sign On.

Navigate to the PowerSchool Login Screen. The login screen can be found by clicking on the "PowerSchool" link on the right side of the front page of the USD297 website (www.usd297.org) or by typing the following address into the browser URL window: https://stfrancis.powerschool.com/public

The Login window will look like the image below. If you have NOT previously created a Single Sign On account, click the "Create Account" button. If you HAVE previously created a Single Sign On account, just use your user name and password to log in.



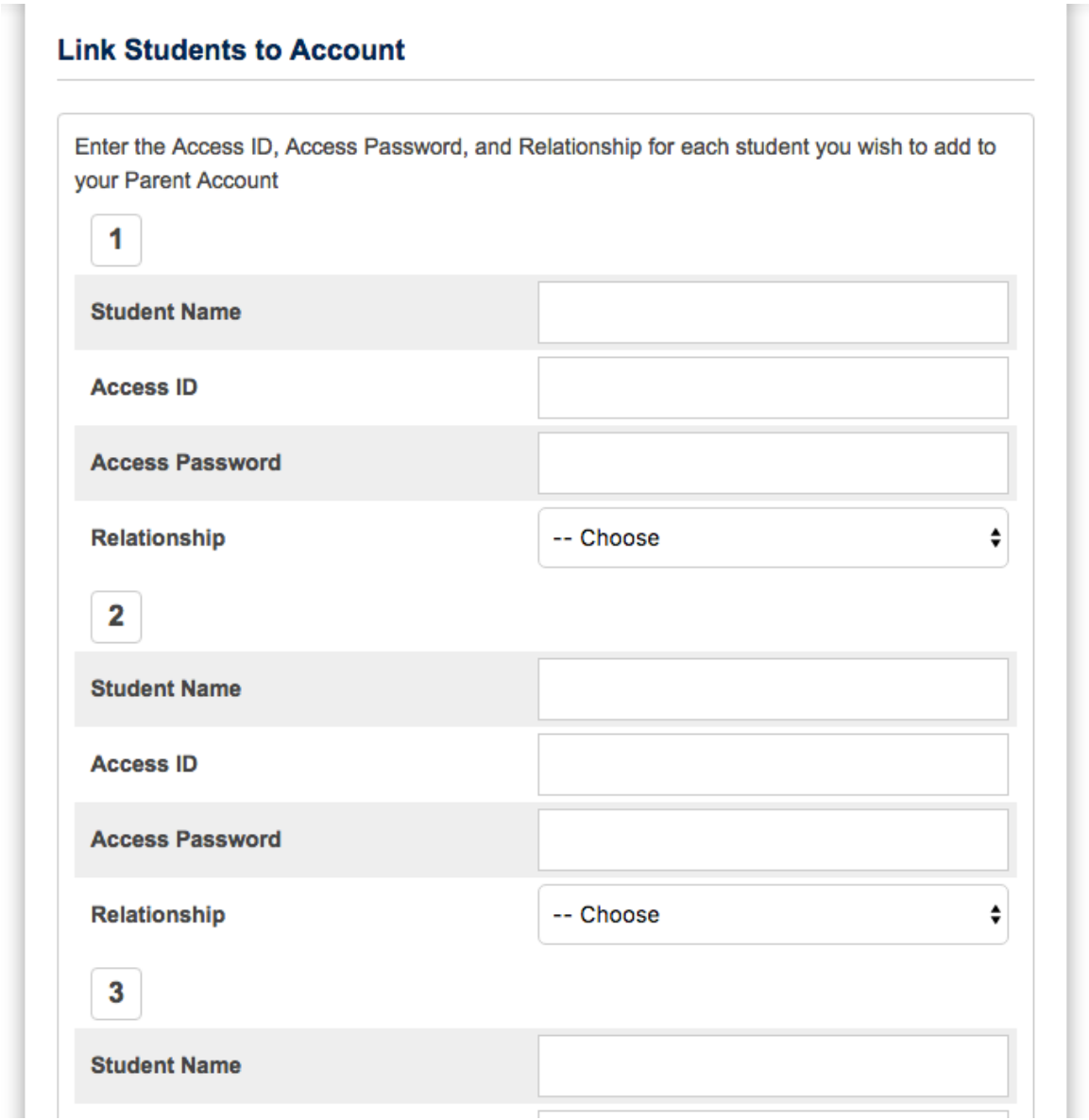
The top portion of the next screen will look like this:



Create Parent/Guardian Account

Enter YOUR first and last name and the email address you want email notifications sent to. Enter a unique/new "Desired User Name" (this is the username you want to use to login) and "Password" (this is the password you want to use to log in). This must be unique. *(You do not have to choose the suggestions that PowerSchool provides.)*

The lower portion of the screen will look like this:



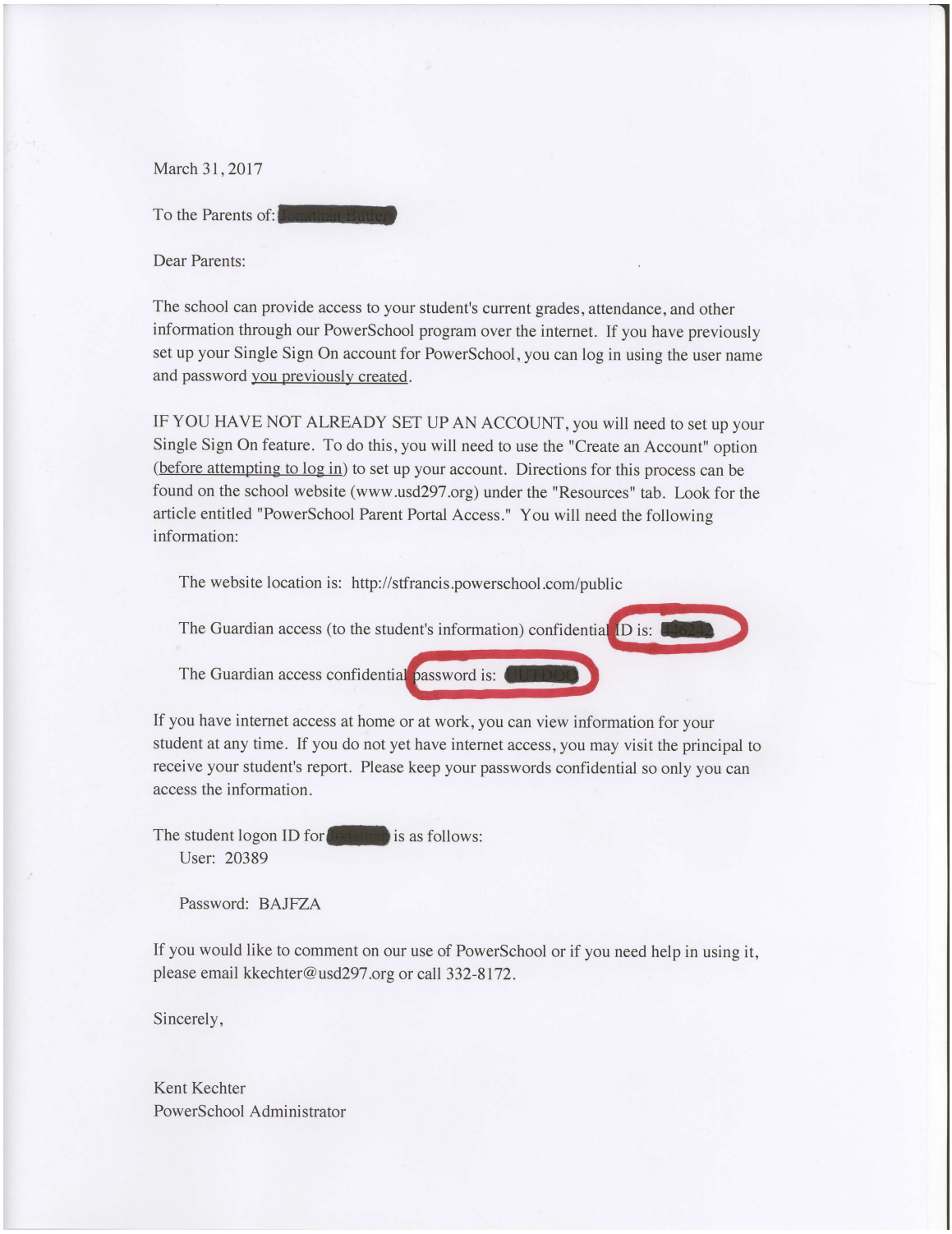
Link Student to Account

Enter your student's name, Access ID, and Access Password. Choose a relationship (mother, father, etc.). You can choose up to 7 children.

Access ID and Access Passwords are available from each building's administration office, and should be picked up by parent/guardian of the student. Staff MAY NOT give information over the phone or by email IF the identity of the caller is not certain. This is for you and your children's protection.

See the next page for additional help with Access ID and Password.

Use the Access ID and Access Password info located in the areas circled below on your PowerSchool information letter received from the school.



March 31, 2017

To the Parents of: [redacted]

Dear Parents:

The school can provide access to your student's current grades, attendance, and other information through our PowerSchool program over the internet. If you have previously set up your Single Sign On account for PowerSchool, you can log in using the user name and password you previously created.

IF YOU HAVE NOT ALREADY SET UP AN ACCOUNT, you will need to set up your Single Sign On feature. To do this, you will need to use the "Create an Account" option (before attempting to log in) to set up your account. Directions for this process can be found on the school website (www.usd297.org) under the "Resources" tab. Look for the article entitled "PowerSchool Parent Portal Access." You will need the following information:

The website location is: http://stfrancis.powerschool.com/public

The Guardian access (to the student's information) confidential ID is: [redacted]

The Guardian access confidential password is: [redacted]

If you have internet access at home or at work, you can view information for your student at any time. If you do not yet have internet access, you may visit the principal to receive your student's report. Please keep your passwords confidential so only you can access the information.

The student logon ID for [redacted] is as follows:
User: 20389

Password: BAJFZA

If you would like to comment on our use of PowerSchool or if you need help in using it, please email kkechter@usd297.org or call 332-8172.

Sincerely,

Kent Kechter
PowerSchool Administrator

When all the information has been entered, click the “Enter” button at the bottom right.

You are now done! Now you need to only remember the new Single Sign On Username and Password that you have just created to access all of the students that you have linked to your account.

Selecting from Multiple Students

To select from multiple students when you log in to the parent portal, just choose a name from the tabs that are listed in the upper left hand corner of each page to view that student's information.

Linking a student to an account you have already created:

Log in using the Username and Password that you created.
The "Grades and Attendance" screen will appear.
Choose "Account Preferences" at the bottom left of this screen.
The "Profile" screen will appear. Click on the "Students" link directly to the right.
On the "Students" screen, it will list those students whom you have permission to access, and to the far right there is a bar that says, "Add+".
Click the "Add+" to add a student to your account. (Remember--you will have to have the student's original Access ID and Access Password in order to add them to your account.

Remember to write down the username and password you create. If you forget your username and password, there is a link on the login page and the system will email it directly to the email address on file.