



PowerSchool Parent Portal User Guide

Access to the PowerSchool Parent Portal

The PowerSchool Parent Portal is accessible from any device with Internet access (i.e. computer, tablet, smartphone). The Scottsboro City Schools' PowerSchool Parent Portal can be accessed by typing the following URL in your web browser address bar:

<https://scottsboroocs.powerschool.com/public/>.

Additionally, you can access the PowerSchool Parent Portal via the free mobile app available on both iOS (iPhone or iPad) or Android devices. On iOS devices, the PowerSchool app can be downloaded via the App Store and on Android devices, the PowerSchool app can be downloaded via the Google Play Store.



In order to access the Scottsboro City Schools site via the mobile app, you will need to enter the Scottsboro district code as follows:

The image shows a screenshot of the PowerSchool mobile app login screen. At the top, there is a dark header with the PowerSchool logo and the text 'PowerSchool'. Below the header, the text 'To sign in, we need to know your district.' is displayed. Underneath, the label 'DISTRICT CODE' is shown above four input boxes containing the letters 'N', 'W', 'J', and 'C'. Below these boxes, the text 'Where's My District Code?' is visible. At the bottom of the screen, there is a large, dark 'Continue' button.

Creating a PowerSchool Parent Portal Account



To access the PowerSchool Parent Portal, you will need to create 1 (one) account to access the information for all children you currently have enrolled in Scottsboro City Schools. Prior to creating your account, you are required to:

- Have an e-mail address
 - Obtain an access ID and Password for each child you have enrolled in Scottsboro City Schools
- Your child(ren)'s school's administration can assist you with any of the above-referenced items.

IMPORTANT NOTE

To successfully register/create your Parent Portal account, the registration should be completed on a PC or laptop. Unfortunately, the registration cannot be completed on a mobile or tablet device.

Step 1: Access the SCS Parent Portal webpage

Parent Sign In

[Sign In](#) [Create Account](#)

Username

Password

[Forgot Username or Password?](#)

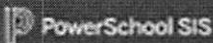
[Sign In](#)

Student Sign In

Students - Click the button to sign in. You will be redirected to the Student sign in page.

[Student Sign In](#)

Step 2: Click on the Create Account tab



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 2: Select the Create Account tab on the sign-in page and click on Create Account.

Step 3: Enter the information below to create a Parent/Guardian account:

The screenshot shows the 'Create Parent Account' form in the PowerSchool SIS system. The form is titled 'Create Parent Account' and has a section for 'Parent Account Details'. It contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', 'Re-enter Password', and a note 'Password must: -Be at least 8 characters long'. Numbered callouts point to each field: 1. Type in First Name, 2. Type in Last Name, 3. Type in Email Address, 4. Type in Desired Username, and 5. Type in desired password and re-enter password (pointing to both the Password and Re-enter Password fields).

PowerSchool SIS

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must: -Be at least 8 characters long

1. Type in First Name
2. Type in Last Name
3. Type in Email Address
4. Type in Desired Username
5. Type in desired password and re-enter password

Step 4: Enter the information below to link students to a Parent/Guardian account:

The screenshot shows the 'Link Students to Account' form. It starts with a heading 'Link Students to Account' and a sub-heading 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. There are two numbered sections. Section 1 has fields for 'Student Name', 'Access ID', 'Access Password', and 'Relationship' (a drop-down menu). Section 2 has fields for 'Student Name' and 'Access ID'. Numbered callouts point to each field: 1. Enter Student First and Last Name, 2. Enter Parent Access ID from Letter for Student, 3. Enter Access ID Password from Letter for Student, and 4. Select your respective relationship to the student from the drop-down (pointing to the Relationship drop-down menu).

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

Access ID

Access Password

Relationship - Choose

2

Student Name

Access ID

1. Enter Student First and Last Name
2. Enter Parent Access ID from Letter for Student
3. Enter Access ID Password from Letter for Student
4. Select your respective relationship to the student from the drop-down

You can repeat Step 4 to link up to seven (7) students to a Parent/Guardian account with the required fields of information for each student.

Step 5: Click Enter at the bottom of the page to complete setting up your account:



It is important that you keep your Username and Password confidential so only **you** can access the information.

Logging Into the PowerSchool Parent Portal

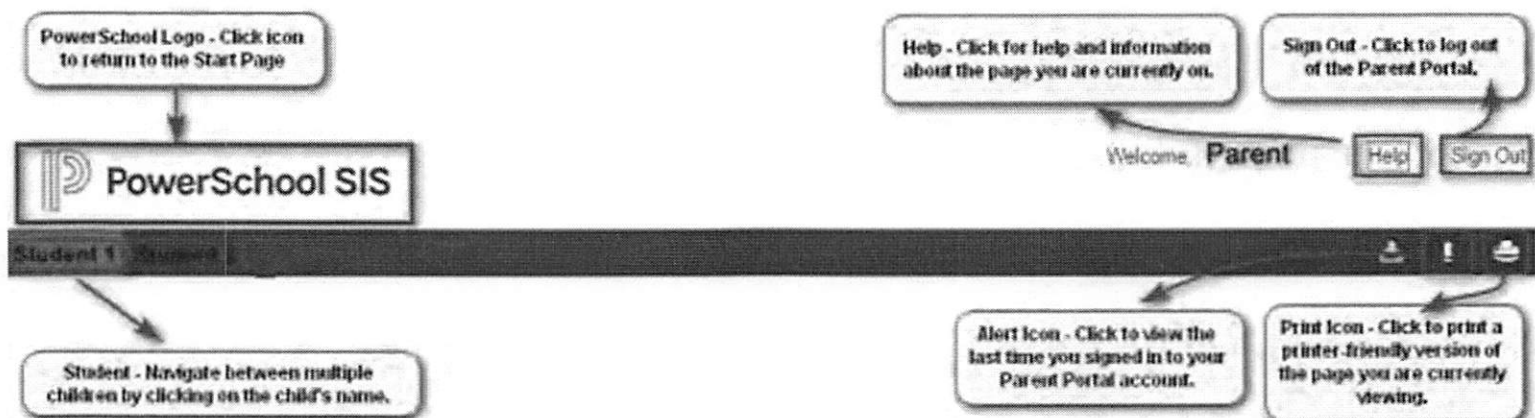
To log in to the Scottsboro PowerSchool Parent Portal, enter the URL below into your web browser address bar:

<https://scottsboroocs.powerschool.com/public/>

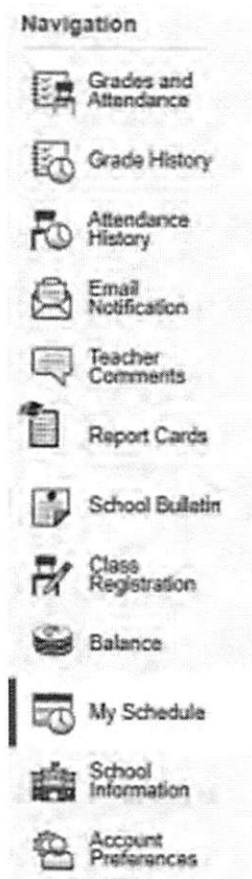
A screenshot of the PowerSchool SIS login page. The page has a dark header with the 'PowerSchool SIS' logo. Below the header, the title 'Student and Parent Sign In' is displayed. There are two tabs: 'Sign In' (selected) and 'Create Account'. The 'Sign In' section contains a 'Username' field with a cursor, a 'Password' field, and a 'Forgot Username or Password?' link. At the bottom right is a 'Sign In' button. Two numbered instructions are overlaid on the page: '1. Enter your Username and Password.' with arrows pointing to the username and password fields, and '2. Click Sign In' with an arrow pointing to the 'Sign In' button.

Navigating the Parent Portal

The following Navigation Bar appears at the top of every page in the PowerSchool Parent Portal:



Once you have logged into the Parent Portal, you will now have real-time access to the following items for your child(ren) located in the Navigation Menu panel on the left-hand side of the page:



- Grades and Attendance (Current)
- Grade History
- Attendance History
- Email Notification (Set-up)
- Teacher Comments
- Report Cards
 - School Bulletin for Important Messages
- Student Schedule
- School Information
- Account Preferences

The PowerSchool Parent Portal automatically opens to the Grades and Attendance page. It is the default quick lookup page, which displays student's classes, attendance, teachers, and grades, which are pulled from each respective teacher's grade book.

Grades and Attendance: Student 1

Grades and Attendance Standards Grades

Attendance By Class

Exp: EA(A-E)

Last Week: M T W H F

This Week: M T W H F

Course: HR Attendance - 1st Grade

Teacher Name: Teacher Name

Rm: 3

Absences: 10

Tardies: 0

1. Attendance with Codes for last two weeks.

2. Grade by Term(s)

3. Total number of absences and tardies

1. **Attendance:** Provides a snapshot of the last two weeks of the student's attendance.

A legend is located at the bottom of the quick lookup screen with more information regarding attendance codes.

2. **Course Grades (by term):** When grades become available for each specified term, you are able to click on the class grade to see class assignments (if posted by the course teacher) for the current academic year.

Class Score Detail: Student Name

Grades and Attendance Standards Grades

Course: HR Attendance - 1st Grade

Teacher: Teacher Name

Expression: EA(A-E)

Final Grade: A-F

Teacher Comments:

Section Description:

Assignments







Due Date	Category	Assignment	Flags	Score	%	Grade	
No Assignments found							
No Assignments Scored							






Dates of Attendance:

Dates of all absences for HR Attendance - 1st Grade Exp. EA(A-E)		for M1:
1.	- ILA	
2.	- ILA	
3.	- ILA	
4.	- ILA	
5.	- ILA	
6.	- ILA	
7.	- ILA	
8.	- ILA	
9.	- ILA	
10.	- ILA	

Navigation Icon

Description

 Grade History	The Grades History page displays term grades for the selected student.
 Attendance History	The Attendance History page displays information about a student's attendance record for the current term.
 Email Notification	The Email Notifications page provides you will the ability to manage your parent account email preferences, including what information you would like to receive, how often you would like to receive the information, and any additional email addresses that you would like the information sent to. Email preferences may be applied to a single student or all students associated with your parent account.
 Teacher Comments	The Teacher Comments page displays any comment that a teacher has entered regarding a student, such as a student's achievement or behavior.
 Report Cards	The Report Cards page displays report cards for the selected student.
 School Bulletin	The School Bulletin page serves as your child(ren)'s school's message board whereby the school(s) can post a variety of information for you to view.

 Class Registration	<p>On the Class Registration page, students and their parents can manage their course requests for the next school year.</p>
 Balance	<p>The Balance page displays a student's lunch balance or fee transaction information for the current term.</p>
 My Schedule	<p>The My Schedule page will display the selected student's schedule, which can be viewed in two ways: a Week View schedule and a Matrix View schedule.</p>
 School Information	<p>The School Information page displays the physical address and contact information for the selected student's school.</p>
 Account Preferences	<p>The Account Preferences page provides you will the ability to manage your parent account information, including your name, user name, password, and email address. In addition, you can add any and all students for whom you have legal and parental rights to your account in order to view their information by way of your account.</p>