Parent Instructions for PowerSchool Portal

WHY DO I NEED A POWERSCHOOL PARENT ACCOUNT?

Parents can view the following with their account:

- The PowerSchool Parent Portal will be your one-stop portal for all access to your student's school information.
- Grades and Attendance
- Report Cards
- Attendance History
- Teacher Comments
- Notification Management
- Course Requests (Secondary only)
- Student Schedule
- School Announcements
- School Contact Information
- Parent Account Preferences
- Parents can also set notifications by text and/or e-mail for up-to-date attendance and grades.

SETTING UP MY PARENT ACCOUNT

- You can also use the PowerSchool Mobile App located in the Apple and Google Play app store.
  - Apple
  - Google Play

Initial Setup

- Contact your child's school for your Access ID and Password for each of your children before you begin
- Go to https://morganco.powerschool.com/public
- District Code: HZHB
- Click Create Account Tab
- Click Create Account button
- Fill out the information requested
- **NOTE:** When setting up your account, **please use the email address you already provided your school with.**
- Enter the Parent Account details to create the username and password that you desire.
- Link yourself to your child information using the Access ID and Passwords
- Enter

How do I reset my password?

- Note: Students should contact their school to reset their password.
- Parents can reset their password through the website as long as the district has enabled this feature. If you encounter any difficulties with the following instructions, please reach out to your school or district for further assistance.
- To reset passwords from your school's web portal:
- Click the link Forgot Username or Password
- Enter the username and email address for your account, then click Enter
- You should receive the email as an email from your school. If you aren't seeing the email, check your Junk or Spam folder
- Click on the password reset link in the email you receive.
- Enter a new password
- Log in to the website to verify the password has been successfully reset and is working
- Log in to the app

How do I add an additional student to my existing account?

- If you have more than one student attending the same school, or if you were advised to use the same District Code or web address, you can add these students to your account through the web portal.
- To add a student via the web portal:
- After signing in to the web portal, click Account Preferences on the left menu
- Under Account Preferences, click on the Students tab
- Now click on the Add + button and follow the necessary steps
- If your students are accessed through different District Codes or websites, you will need to sign out and then back in to view each student, as the District Code is a part of your credentials and assists the app in determining which server to reach out to when verifying your username and password.

How do I change my email address for my parent account?

- After signing in to the web portal, click Account Preferences on the left menu
- Select the Profile tab
- Change email entered on this page and click Submit
  - Note: Your district may have disabled the setup screen. If so, please contact your school directly. Student emails should be changed by contacting the school as well.