



# PowerSchool Parent Portal User Guide

## 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 Jackson County Schools' PowerSchool Parent Portal can be accessed by typing the following URL in your web browser address bar:

<https://jacksonco.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 Jackson County Schools site via the mobile app, you will need to enter the Jackson County district code as follows:



### 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 Jackson County 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 Jackson County Schools

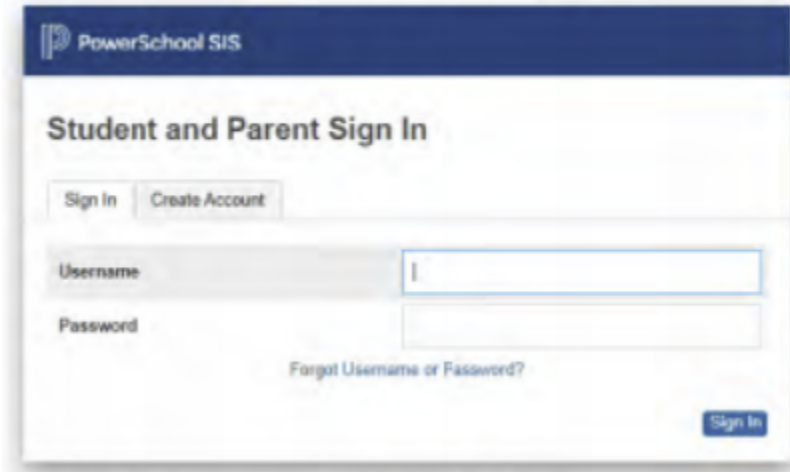
Your child(ren)'s school's administration can assist you with any of the above-referenced items.

### **\*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.**

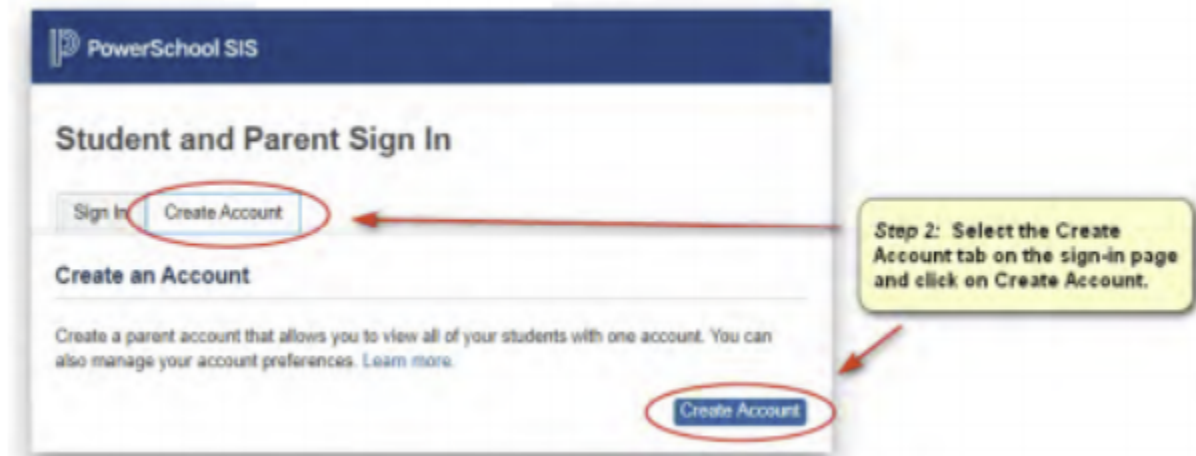
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### Step 1: Access the JCS Parent Portal webpage



The screenshot shows the PowerSchool SIS login page. At the top left is the PowerSchool SIS logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". Below the tabs are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right.

### Step 2: Click on the Create Account tab



The screenshot shows the same PowerSchool SIS login page as in Step 1. The "Create Account" tab is circled in red. A red arrow points from a yellow callout box to this tab. Below the tabs is the "Create an Account" section, which includes a paragraph of text and a "Create Account" button at the bottom right. This button is also circled in red. A red arrow points from the yellow callout box to this button. The yellow callout box contains the text: "Step 2: Select the Create Account tab on the sign-in page and click on Create Account."

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

**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:

**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

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

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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:**

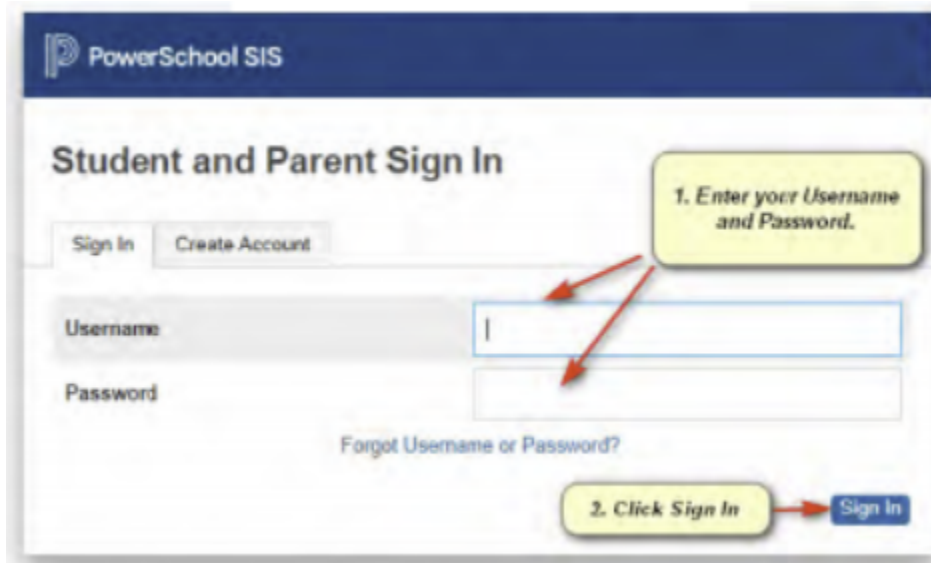


It is important that you keep your Username and Password confidential so only **you** can access the information.

### Logging Into the PowerSchool Parent Portal

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

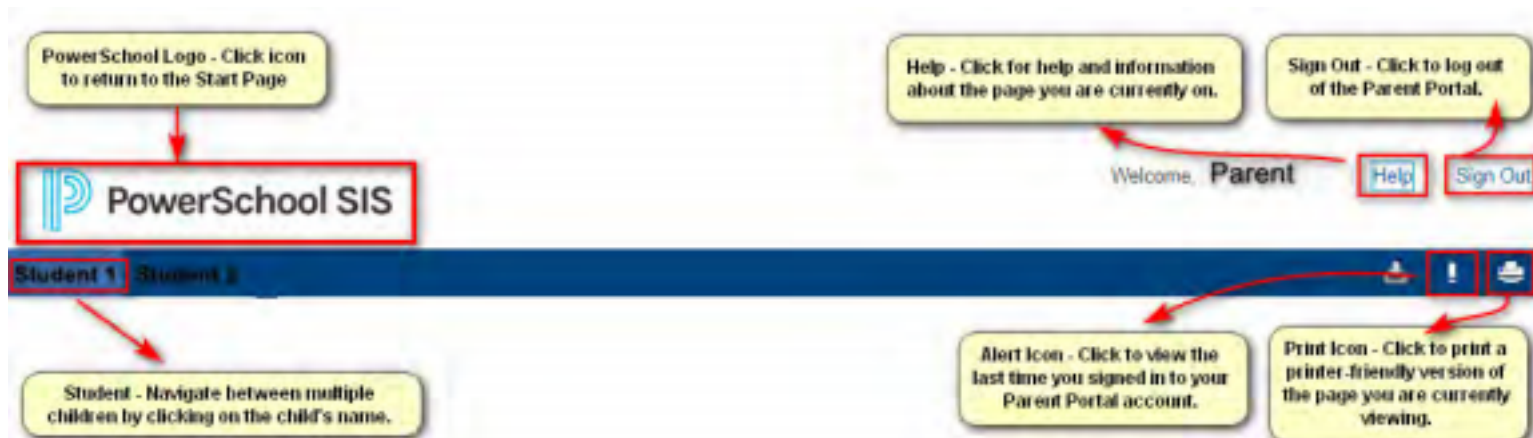
<https://jacksonco.powerschool.com/public>



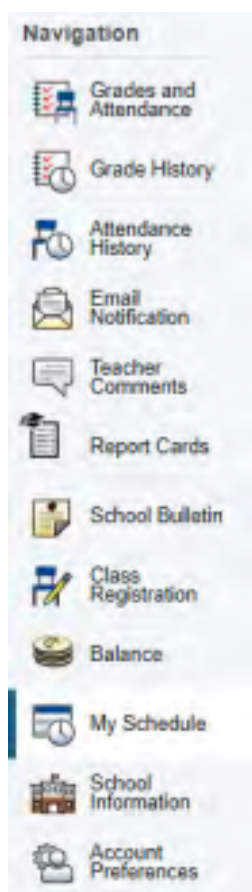
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### Navigating the Parent Portal

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

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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

The screenshot shows the 'Grades and Attendance' page for a student. At the top, there are two tabs: 'Grades and Attendance' (selected) and 'Standards Grades'. Below the tabs is a header 'Attendance By Class'. The main table has columns for 'Exp', 'Last Week' (M, T, W, H, F), 'This Week' (M, T, W, H, F), 'Course', 'Teacher Name', 'Rm.', and 'Absences/Tardies'. The course is 'HR Attendance - 1st Grade' and the teacher is 'Teacher Name'. The room is 'Rm. 3'. The 'Absences' column shows '10' and the 'Tardies' column shows '0'. A red circle highlights the 'Last Week' and 'This Week' columns with a callout box '1. Attendance with Codes for last two weeks.' A red box highlights the 'Absences' and 'Tardies' columns with a callout box '3. Total number of absences and tardies'. A red box highlights the 'M1' column with a callout box '2. Grade by Term(s)'.

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

The screenshot shows the 'Class Score Detail' page for a student. At the top, there are two tabs: 'Grades and Attendance' (selected) and 'Standards Grades'. Below the tabs is a header 'Class Score Detail: Student Name'. The main table has columns for 'Course', 'Teacher', 'Expression', and 'Final Grade'. The course is 'HR Attendance - 1st Grade', the teacher is 'Teacher Name', and the expression is 'EA(A-E)'. Below the table are sections for 'Teacher Comments', 'Section Description', and 'Assignments'. The 'Assignments' section shows a table with columns for 'Due Date', 'Category', 'Assignment', 'Flags', 'Score', '%', and 'Grade'. The message 'No Assignments found.' is displayed.

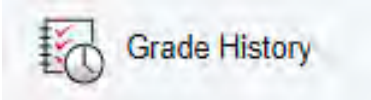
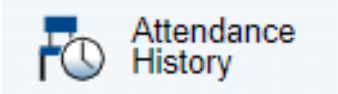

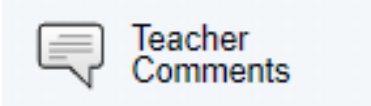
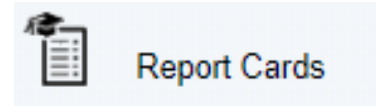


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3. **Absences/Tardies Total:** To view the list of attendance dates for absences and tardies, click on the number for either column. You will be directed to the Dates of Attendance page.

**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.	- II A	
10.	- ILA	

Navigation Icon	Description
	The <b>Grades History</b> page displays term grades for the selected student.
	The <b>Attendance History</b> page displays information about a student’s attendance record for the current term.
	The <b>Email Notifications</b> 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.
	The <b>Teacher Comments</b> page displays any comment that a teacher has entered regarding a student, such as a student’s achievement or behavior.
	The <b>Report Cards</b> page displays report cards for the selected student.



 <b>School Bulletin</b>	<p>The <b>School Bulletin</b> 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.</p>
 <b>Class Registration</b>	<p>On the <b>Class Registration</b> page, students and their parents can manage their course requests for the next school year.</p>
 <b>Balance</b>	<p>The <b>Balance</b> page displays a student's lunch balance or fee transaction information for the current term.</p>
 <b>My Schedule</b>	<p>The <b>My Schedule</b> 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>
 <b>School Information</b>	<p>The <b>School Information</b> page displays the physical address and contact information for the selected student's school.</p>
 <b>Account Preferences</b>	<p>The <b>Account Preferences</b> page provides you with 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>