



Parent Guide to Accessing Student Information with “Single-Sign-On” in PowerSchool

Dear Westerville Parents:

For more than three years, Westerville City Schools has provided parents with access to grades online, first with ProgressBook and now with PowerSchool in our continuing effort to strengthen communication between home and school. It has been very popular with our parents!

Over this time we've received feedback from parents of multiple children that it's inconvenient to have to login in separately for each child. With the latest version of PowerSchool, there is new functionality that will let you look at information on all your children in one place. This guide will show you how to set it up.

The previous method for accessing student information will be replaced with “Single-Sign-On” effective November 12, 2010. You'll be able to create a single “parent” account, and then provide the information to link your children's information to your parent account.

To begin, go to www.westervillecityschools.org, and click on the “Create Account” button.

PowerSchool

Login

User Name


Password

[Having trouble logging in?](#)

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)

The next screen you will see will look like this. Create a username and password, and then fill out the information on each of your children.



Create Parent/Guardian Account

First Name:

Last Name:

Email:

Desired User Name:

Password: Weak

Re-enter Password:

Link Students to Account


Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

Student Name	Access ID	Access Password	Relationship
1. SuperKid1	ParentLoginFromSuperKid1	*****	Mother, natural/adoptive
2. SuperKid2	ParentLoginFromSuperKid2	*****	Mother, natural/adoptive
3. Superkid3	ParentLoginFromSuperKid3	*****	Mother, natural/adoptive
4. Superkid4	ParentLoginFromSuperKid4	*****	Mother, natural/adoptive
5. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
6. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
7. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose

Click "Enter" when you are finished, and if all your information is correct and the username is available, you'll be greeted with this screen.

Your new account should be permanent and last as long as your children are enrolled in the district.

This guide assumes that you have the previous login information for each of your children. If this isn't true, the process is unclear, or you just need some help, please don't hesitate to contact your child's school. They have instructions on how to assist you in using this new feature.



Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

Login

User Name:

Password:

[Having trouble logging in?](#)

Thanks for your interest in PowerSchool!