California School for the Deaf

Fremont

PowerSchool User Guide
for Parents

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Understanding PowerSchool Parent Portal with Single Sign-On

The Power of the application comes from understanding what it can do and how it can help you participate in your child's education.

Introduction

PowerSchool's Parent Portal is a tool integrated into the PowerSchool Student Information System (SIS) specifically developed for parents and students. In previous versions of the application there was a separate login and password for each student requiring a parent to login in multiple times if they had more than one student attending CSD Fremont. Parent Single Sign-On offers a number of benefits, including:

- • Access to multiple students with one login
- • A personalized account for each parent and guardian
- • The ability for parents/guardians to retrieve their own login information

Let's Get Started

To get started, you must create your PowerSchool account and attach students.

Creating Your PowerSchool Parent Portal Account

Before you can log in to PowerSchool Parent Portal, you will need to create your account and associate students to it. You should have received a letter from CSD Fremont with your student's Access ID and Access Password. This information is needed to attach a student to your account. If you do not have this information or have questions, contact the school office.

NOTE: The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.

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Launch a web browser (Internet Explorer, Safari, Chrome, or Firefox) and go the CSD Fremont PowerSchool Parent Portal: **https://powerschool.csdf-cde.ca.gov**

If you have already created an account, enter your username and password and click "**Sign In**"

If this is your first time signing in to the new portal, click the "**Create Account**" tab to setup your account and get started

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Create Parent Account

Creating an account requires 2 steps: creating your parent/guardian account and linking student to the account.

Enter the following information:

- **First Name** – *Your first name.*
- **Last Name** – *Your last name.*
- **Email Address** – *Your email address (must be unique).*
- **Username** – *Your desired username (must be unique).*
- **Password** – *Your desired password (must be at least 6 characters).*

You must choose an email address and username that is not already in use in our PowerSchool system. If you choose an email address or username that is already in use, the system will alert you when you submit the page and ask you to choose another.

Your password must be at least 6 characters long. The system will indicate your password strength. Please try to use a password that is "Strong" or "Strongest"

Link Students to Account

This section requires that the information for at least one student be provided. The Access ID and the Access Password should have been provided to you in a separate letter. They are case sensitive and must be entered exactly as indicated in the letter.

Enter the following information:

- **Student Name** – *The name of the student in "First Last" format.*
- **Access ID** – *The student's Access ID from the PowerSchool Parent Access letter.*
- **Access Password** – *The student's Access Password from the PowerSchool Parent Access letter.*
- **Relationship** – *Your relationship to the student. Choose a value from the drop-down menu.*
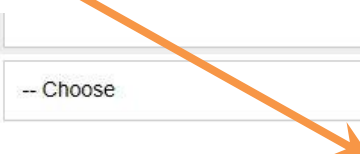
Continue adding additional students. You should have received a separate PowerSchool Parent Access letter for each student in your family. The credentials for each student are unique and should be kept private.

When you've finished, press the "**Enter**" button.

Account Successfully Created!

If everything is correct, you will be returned to the sign in screen. Enter your Username and Password to start using your new account.

Common Account Creation Errors

If there are any problems, PowerSchool will indicate the error and ask you to correct the problem. Common errors include: failure to complete all fields, entering an email address or username that is already associated with another account, or entering an incorrect student access ID or password.

Remember that access ID's and password are case sensitive; please enter them exactly as indicated in the letter.

When an entry error occurs, you will need to re-enter any information that was not entered correctly. Also, for security reasons, you will need to re-enter all passwords.
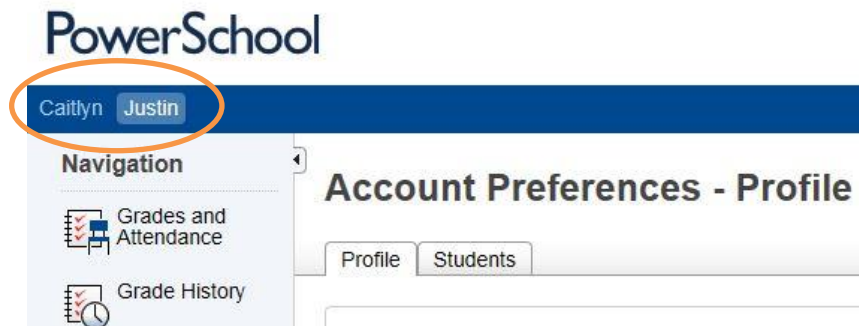
An example or what will appear if there is a data entry error.

Create Parent Account

⚠ You must enter all required values

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Switch Students

Once you've signed-in to the PowerSchool Parent Portal, you can easily switch between the students in your family. A button will appear in the upper-left corner of the screen for each student that has been linked to your account.

Forgot Your Password?

If you forget your password, you can request a password reset from the system at any time. Just click the "Having trouble signing in?" link on the Parent Sign-in page.

Fill in your Username and Email Address.

The system will authenticate your information and send you a security token with instructions on how to re-set your password.

It is important to note that the security token sent is only good for 30 minutes. If you do not re-set the password in the allotted time, you will need to repeat the process.