

Parent Single Sign-On Instructions

Dear Parents;

On July 31, 2012 we activated a significant update to our PowerSchool Parent Portal: **"Parent Single Sign-On"**. This much requested feature allows parents to see all their children with a single log-in instead of separate log-ins for each child. An added bonus is a **recover password and/or user name function**.

When I mean all children, I mean all of your children that are enrolled in a school in the Dioceses of Fort Wayne – South Bend. So for instance if you have 1 child at Bishop Dwenger High School and 2 children at St. Charles Borromeo, you will be able to view the progress reports on all three children using one sign-on.

When you visit the Parent Portal for the first time you will need to create a new account. As part of the account creation process you will be able to add all your children. You need only the log-in user name and password you already have for each child to complete the process.

Important Points

- Please note that ***you must create an account*** in order to log in and view your child(ren)s progress. *This is true even if you have only one child that you view on the old Parent Portal.*
- The Parent Portal is only for grades 6 -12 at this time.
- Existing user names and passwords can be used only to create your new log in account and add children to that account. To log on you will have to create a new account.
- Your children's login codes will remain the same.

- Passwords are case sensitive. The most common problem we see when setting up the new account is not using the proper case for existing user names and passwords.

Follow these steps to create your Parent Single Sign-On account. Navigate to the PowerSchool Parent Portal as you already do; (*any of the following web address will work for the parent portal*)

<http://ps1.fwsbpowerschool.org/public>
<http://ps2.fwsbpowerschool.org/public>
<http://ps3.fwsbpowerschool.org/public>
<http://ps4.fwsbpowerschool.org/public>

PowerSchool

Login

User Name

Password

Having trouble logging in?

Submit

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.](#)

Create Account

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Click **"Create Account"** – Note, you will only see this option once we activate single sign-on. Fill in the required information in all the boxes as follows;

First Name – Your First Name

Last Name – Your Last Name

E-Mail – Your e-mail address

Desired User Name – A new user name you want to use for your new account, it cannot be the same as the user name for any of your children.

Password – Any password you wish. Type the password in both boxes Link Students to Account Section.

PowerSchool

Create Parent/Guardian Account

First Name

Last Name

Email

Desired User Name

Password

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. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Student Name – Your child's first and last name

Access ID – The existing user name you have been using for this child's account –

Note - this is case sensitive.

Access Password – The existing password you have been using for this child's account. **Note – this is case sensitive.**

Relationship – Your relationship to the child (mother, father, etc...)

You can add up to 7 children from this screen. If you have more than 7 children, or if you didn't add all your children on this screen, you can add them later by clicking the "Account Preferences" – "Students" icon.

When you have filled in all the information and added all your children click "enter," then log in with the new account you just created.

Once you complete the new account set-up and add all your children you can access the various account settings for email notices, etc... by clicking the Account references" icon found on the top navigation menu.

We hope you will find Parent Single Sign-On to be a welcome change from the old version. If you have any questions or need help setting up Single Sign-on, please feel free to call me at my office, 496-4751 or Patty Veerkamp 496-4750.

Sincerely,

Mary Sturm | *Technology Director*
Bishop Dwenger High School