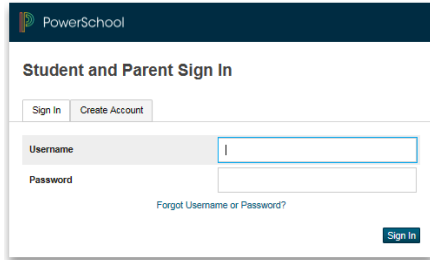


POWERSCHOOL PARENT PORTAL SETUP AND ACCESS INSTRUCTIONS

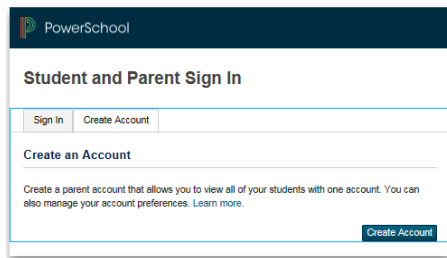
1) Open an internet browser on your computer and enter <https://cabarrus.powerschool.com/public/home.html>

in the address bar.

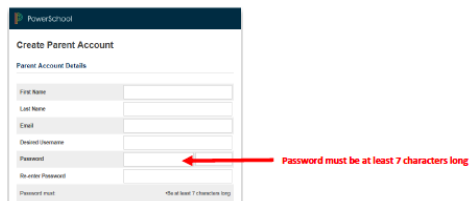
2) Click on the **Create Account** tab:



3) Click on the **Create Account** button at the bottom of the box:

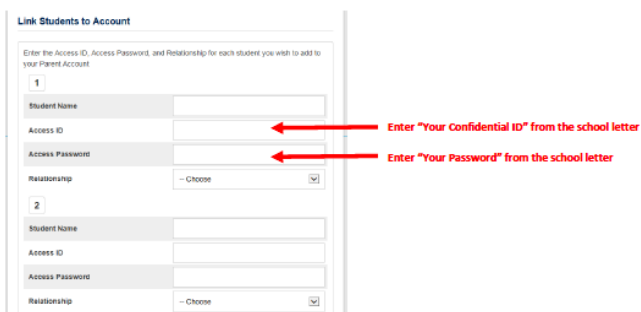


4) Create the Parent Account. Type in your **First Name**, **Last Name** and **Email Address** in the fields provided. Create a **Username** and **Password** of your choice. **The password must be at least 7 characters long.** You and your student will have separate passwords. It is advisable that you keep your username and password secure and not share it with anyone else.



5) Link students to account. Enter your child's first and last name in the **Student Name** field. In the **Access ID** field, enter your **Confidential ID** and your **Password**, which was provided to you in the letter from the school.

Select the **Relationship** that you have to the student from the drop down menu. Repeat this process in the subsequent fields on this screen to add other students to your parent account.



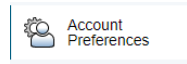
Password must be at least 7 characters long

6) Click Enter and you should see a message indicating that your account was created.

7) If you already have a PowerSchool account, you can add your new student to that account.

a) Sign in to your current account

b) Go to Account Settings



c) Select the Students tab and Add, then enter the information you were provided

The screenshot shows the "Account Preferences - Students" page. At the top, there are two tabs: "Profile" and "Students". A red arrow points to an "Add" button in the top right corner. Below the tabs is a section titled "My Students" with a sub-header "To add a student to your Parent account, click the ADD button." and a list containing one item with a redacted name. Below this is the "Add Student" form. The form has a section titled "Student Access Information" with four fields: "Student Name" (text input), "Access ID" (text input), "Access Password" (text input), and "Relationship" (dropdown menu with "-- Choose" selected). A callout box with a speech bubble points to the form, containing the text: "Enter the student's First and Last name then the Access ID and Password you were provided in the Parent Portal letter and choose your relationship to the student." At the bottom right of the form are "Cancel" and "OK" buttons.

To view your child's academic progress and attendance in Powerschool:

A) From your computer: <https://cabarrus.powerschool.com/public/home.html>

1) Return to

2) Under the **Sign In tab**, enter the **Username** and **Password** that you created in Step 4, above, and click on **Sign In**.

The screenshot shows the PowerSchool "Student and Parent Sign In" page. At the top left is the PowerSchool logo. Below it is the title "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot Username or Password?". At the bottom right is a "Sign In" button.

B) From your mobile device:

1) Download the appropriate app for your iOS device (iPad, iPhone) or Android device (Smartphones by Motorola, HTC, Samsung and Sony).

2) When prompted, enter the access code SQWW and your Username and Password to complete the setup.