



## How Do I Create a PowerSchool Parent Portal Account?

1. Using the access account information provided by your school, go to the CCCS login for PowerSchool:
  - <https://christophercolumbus.powerschool.com/public/home.html>
2. From the home screen, select the tab **Create Account**

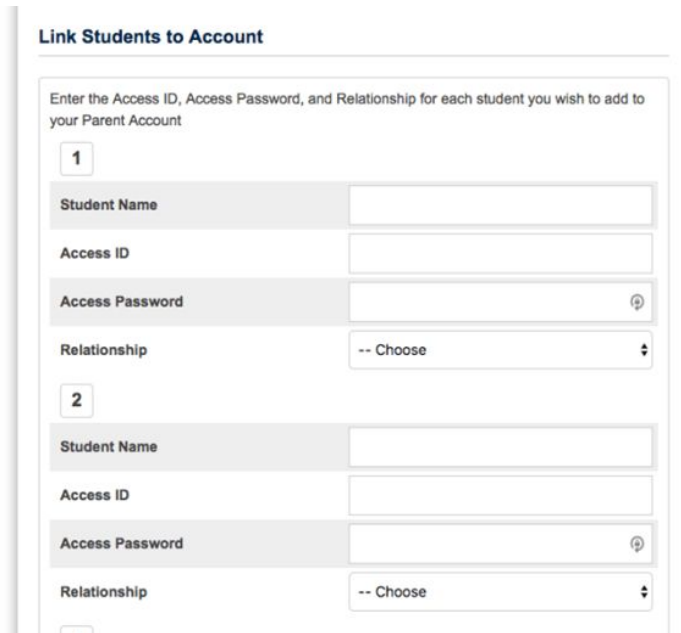
The screenshot shows the PowerSchool login page. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". The "Create Account" button is highlighted. Below the buttons is the heading "Create an Account". A paragraph of text explains that a parent account allows viewing all students with one account and managing preferences. A "Create Account" button is at the bottom right. At the very bottom, there is a small copyright notice: "Copyright © 2005-2018 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates."

3. Determine your username and password. This will be your new permanent username and password. Please keep a record of this for future log-ins.

The screenshot shows the "Create Parent Account" page. At the top is the PowerSchool logo. Below it is the heading "Create Parent Account". Underneath is the section "Parent Account Details". There are several input fields: "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". Each field has a small icon to its right. At the bottom, there is a table of password requirements:

Password must:	•Be at least 7 characters long	•Contain at least one uppercase and one lowercase letter	•Contain at least one letter and one number	•Contain at least one special character
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4. Connect to your student (or students): Under ***Link Students to Account***, use the **Student's Access ID** and **Access Password** provided by the school.
  - You can add multiple students to one account. You will need to have the same information (Student's Access ID and Access password) for both students.



The screenshot shows a web form titled "Link Students to Account". Below the title is a instruction: "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". The form contains two identical sections for adding students, labeled "1" and "2". Each section has four input fields: "Student Name", "Access ID", "Access Password", and "Relationship". The "Access Password" field has a small eye icon to its right, and the "Relationship" field is a dropdown menu currently showing "-- Choose".

5. Press Submit.

You can now log in using your newly created account!

If you have any issues, please email our Technology Specialist, Jennifer Bain at [jbain@cccs.k12.pa.us](mailto:jbain@cccs.k12.pa.us) for assistance.