

PowerSchool

Parent Single Sign-On

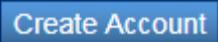
Quick Reference Guide

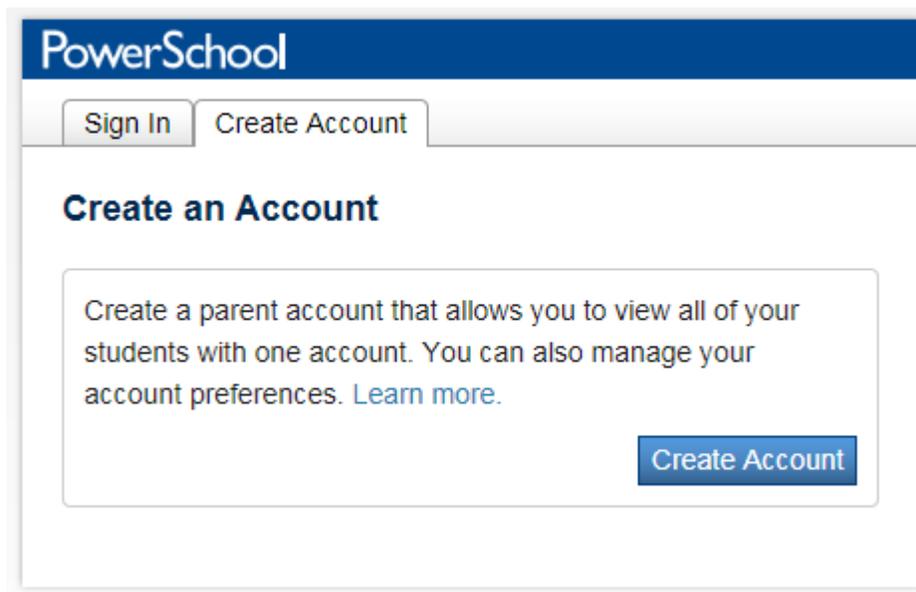


Before you begin, be sure you have received your school-issued confidential parent/guardian access ID and password assigned to you for each child. You will use these credentials to add your child to the new account.

Lee's Summit R-VII parents/guardians will use this website address to access PowerSchool:

<https://powerschool.lsr7.org/public/home.html>

To get started, click on the    tab and then the  button at the login page as show on the screenshot below.

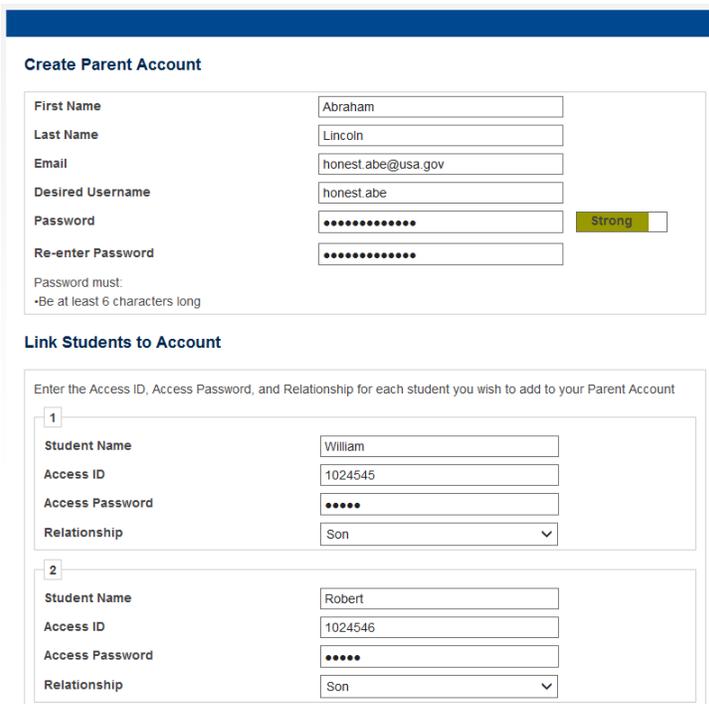


The first section on the page, **Create Parent Account**, requires you to enter the following information to establish your new parent/guardian account: Your first and last name, the email address you wish to use to receive communications from PowerSchool, and a unique username and password you will use to login to PowerSchool. Keep the username simple, using letters and numbers, without spaces. Your password must be at least 6 characters. Re-enter the password to ensure you did not mistype it the first time. Since your username and password is the key to securing your account, do not share your credentials with anyone. (Each parent/guardian may create their own account.) The stronger the password, the more secure it is. Use a combination of letters, numbers, punctuation and symbols to produce a stronger password.

The second section on this page, **Link Students to Account**, requires you to enter the following information for at least one student: Student's name, access ID (**7-digit** parent/guardian username/web ID provided by school), access password (**5-character alphanumeric** parent/guardian password provided by school), and your relationship to the student. The password is case-sensitive. Be sure to enter the access ID and password exactly as provided or you will receive an invalid information error.

The access ID and access password are the same credentials parents used for logging in to PowerSchool in previous years. You may enter information for up to seven students. If you have more than seven students, you will need to create more than one account.

Remember to click  to save your account information. Below is a snapshot of a sample account.



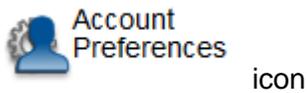
The screenshot shows two sections of a web form. The first section, titled "Create Parent Account", contains input fields for First Name (Abraham), Last Name (Lincoln), Email (honest.abe@usa.gov), Desired Username (honest.abe), Password (masked with dots), and Re-enter Password (masked with dots). A "Strong" indicator is visible next to the password field. Below these fields is a "Password must:" section with a bullet point: "Be at least 6 characters long". The second section, titled "Link Students to Account", contains a sub-header "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account" and two numbered student entry blocks. Block 1 shows Student Name (William), Access ID (1024545), Access Password (masked with dots), and Relationship (Son). Block 2 shows Student Name (Robert), Access ID (1024546), Access Password (masked with dots), and Relationship (Son).

Create Parent Account	
First Name	Abraham
Last Name	Lincoln
Email	honest.abe@usa.gov
Desired Username	honest.abe
Password Strong
Re-enter Password
Password must: •Be at least 6 characters long	

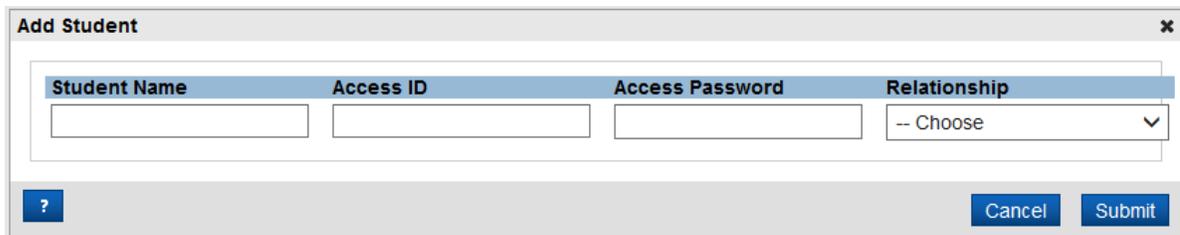
Link Students to Account	
Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account	
1	
Student Name	William
Access ID	1024545
Access Password
Relationship	Son
2	
Student Name	Robert
Access ID	1024546
Access Password
Relationship	Son

As you save your information, you will receive an error message if any piece of information is missing or incorrect. If you receive an error, correct or fill in missing information, retype your password and access passwords, and try to save the account information again. Once you have successfully created your new account, use your new username and password to login to PowerSchool.

If you need to add additional students, you may do so after logging in by clicking on the



Click on the **Students** tab, and then click on 

The image shows a dialog box titled "Add Student" with a close button (X) in the top right corner. The dialog contains a table with four columns: "Student Name", "Access ID", "Access Password", and "Relationship". Each column has a corresponding input field below it. The "Relationship" field is a dropdown menu currently showing "-- Choose" with a downward arrow. At the bottom left of the dialog is a blue button with a white question mark "?". At the bottom right are two blue buttons: "Cancel" and "Submit".

Student Name	Access ID	Access Password	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose

When you finish entering information, click 

Each student's name will display side-by-side on the navigation bar, which is located above the icons. This page will provide links to available functions in the PowerSchool parent portal for each student. Click your student's name to view that student's information.

PowerSchool

Robert William

Navigation | Grades and Attendance | Standards Grades

- Summer School Class Schedule
 - Grades and Attendance
 - Grade History
 - Attendance History
 - Email Notification
 - Teacher Comments
 - School Bulletin
 - Class Registration
 - Balance
 - My Calendars
 - Account Preferences
- Download on the App Store
- GET IT ON Google play

Grades and Attendance: Lincoln, Robert

The grades posted below do not include any percentage reductions for unexcused absences.

(*) All unexcused absences will receive a 1% reduction per absence.

(*) In-school or out-of-school suspensions in excess of 5 days will also receive a 1% reduction per absence.

Exp	Last Week		This Week		Course	A2	E2	S2	Z2	S1	Absences	Tardies				
	M	T	W	F									M	T	W	F
1-3(A-B)					S Pre-Professional Nursing SUMTECH, LSHS - Rm: SUMTEC	--	--	--	--		3	0				
1-3(A)					S Pre-Professional Nursing CHANDLER, PEGGY - Rm: STA	A 95	--	A 95	--		3	0				
4(A-B)					Learning Lab Daily 2nd ASHER, JANET - Rm: B10	--	--	--	--		2	0				
5(A-B)					College Prep Math GILLIAM, LINDA - Rm: B204	B- 80.06	--	B- 80.06	--		1	0				
6(A-B)					Fitness 4 Life MILLER, KEITH - Rm: B GYM	A 97.56	--	A 97.56	--		1	0				
7(A-B)					English 12 Honors ALLISON, STACY - Rm: A230	A 98.95	--	A 98.95	--		2	0				
9(A-B)	-	-	-	-	Advisory 15 HEENEY, CRAIG - Rm: B207	--	--	--	--		0	0				
Attendance Totals											12	0				

Current Weighted2015 GPA (S2):

[Show dropped classes also](#)

After setting up your account, remember to go into each student and select the Email Notification tab to set your preferences on the reports you wish to receive and how frequently.

- Summer School Class Schedule
- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars
- GPA & Rank

Email Notifications:

What information would you like to receive?

- Summary of current grades and attendance
- Detail report showing assignment scores for each class.
- Detail report of attendance.
- School announcements.
- Balance Alert (Note: will only be sent when student is low on funds).

How often?

Email Address

Additional Email Addresses
(separate multiple email addresses with commas)

Apply these settings to all your students?

Send now for 10Data?

Click Submit to save your selections for each student.

Click the help icon for further assistance when using PowerSchool's parent portal.

Welcome, **Abraham Lincoln** | Server: PSSANDBOX | **Help** | Sign Out



The **Parent Portal User Guide** can be found at <http://www.lsr7.org/> and click on the parents tab at the top of the page.