

Single Sign-on – How To Create An Account Using Current Parent PowerSchool Access IDs & Access Passwords

1. You must have in your possession the district assigned parent PowerSchool Access ID & Access Password to create an account. To obtain this Access ID and Access Password for each child enrolled in the Smithville R-II School District, please contact their school.
2. Visit <http://ps.smithville.k12.mo.us/public/home.html>
3. To create an account allowing you to utilize one unique username and password to view details pertaining to all of your children in the Smithville R-II School District, click the **Create Account** button.

The screenshot shows the PowerSchool Parent Sign In and Create an Account page. The page has a dark blue header with the text "Parent Sign In". Below the header, there is a welcome message: "Welcome to the PowerSchool Portal - If you have questions about logging into PowerSchool, please call your child's school." followed by a note about student lunch account balances: "Please note student's lunch account balance is the ending balance reflected on May 20, 2016. This balance will not be updated until July 15, 2016. If summer school is attended, balances will be provided at the building level. Thank you." A yellow warning box states: "To sign in to PowerSchool, you must use a browser that supports and has JavaScript enabled." Below this, there are two input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned to the right of the password field. Below the sign in section, there is a "Create an Account" section with the text: "Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)" and a "Create Account" button.

4. To create a parent account, enter the following details:
 - a. Your First Name
 - b. Your Last Name
 - c. Email
 - d. Desired Username – username is case sensitive and must be at least six (6) characters.
 - e. Password – must be at least six (6) characters
5. To link students to your newly created account, you must enter the district assigned parent PowerSchool Access ID and Access Password specific to each student you wish to add to your Parent Account:
 - a. Student Name
 - b. District Assigned Parent PowerSchool Access ID
 - c. District Assigned Parent PowerSchool Access Password
 - d. Relationship To Student

Create Parent Account

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="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

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

6. Click the **Enter** button
7. Congratulations! Your account has been created successfully!