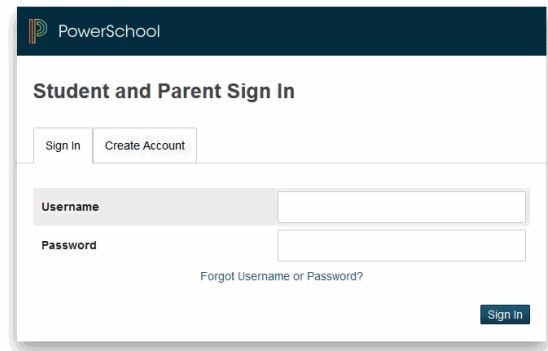


Collegium's version of PowerSchool (student information system) will be updated on December 1, 2015. With this update, parents/guardians who wish to use PowerSchool must create a single system login. This new feature will allow multi-student families to link each child's accounts, permitting one login to view information for all children in a family.

To create a single login account, please follow the instructions below.

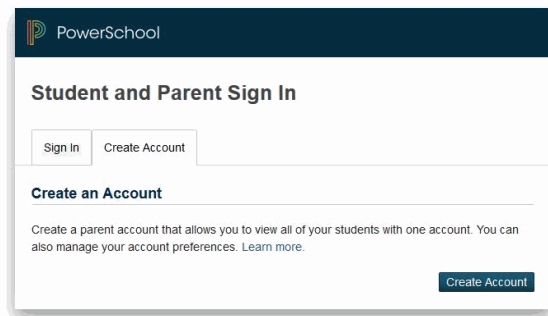
1) Access Collegium's PowerSchool public portal at: <http://powerschool.ccs.us>



The screenshot shows the PowerSchool login page. At the top, there is a dark blue header with the PowerSchool logo. Below the header, the page title is "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these buttons are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right of the form area.

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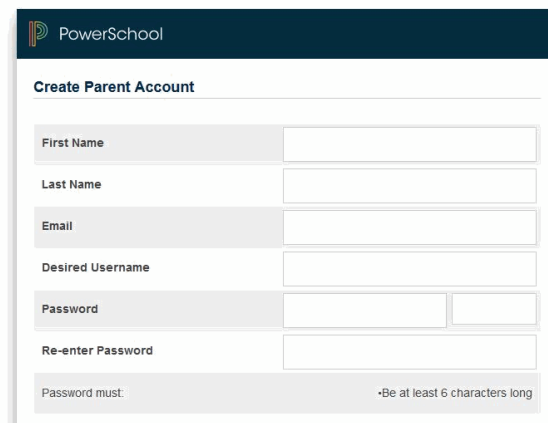
2) Select *Create an Account*



The screenshot shows the same PowerSchool login page as above, but the "Create Account" button is highlighted. Below the "Create an Account" button, there is a section titled "Create an Account" with a sub-header. The text below reads: "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." A "Create Account" button is at the bottom right of this section.

3) Complete the *Create Parent Account* information

- Select *your* relationship to your child when completing the relationship section (ex. Mother or Father, not Daughter or Son).



The screenshot shows the "Create Parent Account" page. At the top, there is a dark blue header with the PowerSchool logo. Below the header, the page title is "Create Parent Account". There are several input fields: "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". A "Password must:" label is at the bottom left, and a note "•Be at least 6 characters long" is at the bottom right.



4) Scroll down the page and complete *Link Students to Accounts* information

- The *Access ID* and *Access Password* were previously provided to parents/guardians (via the Summer Information Packet). It's the username/password a parent currently uses to login for a specific child's PowerSchool account. For those of you who have additional children who attend, you'll complete this step for each child.

5) Once all *Access IDs* and *Passwords* have been entered, select enter and the process will be complete.

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	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose <input type="button" value="v"/>

7

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

Questions about this process?

Please email technology@ccs.us and a member of Collegium's I.T. Department will reply.