

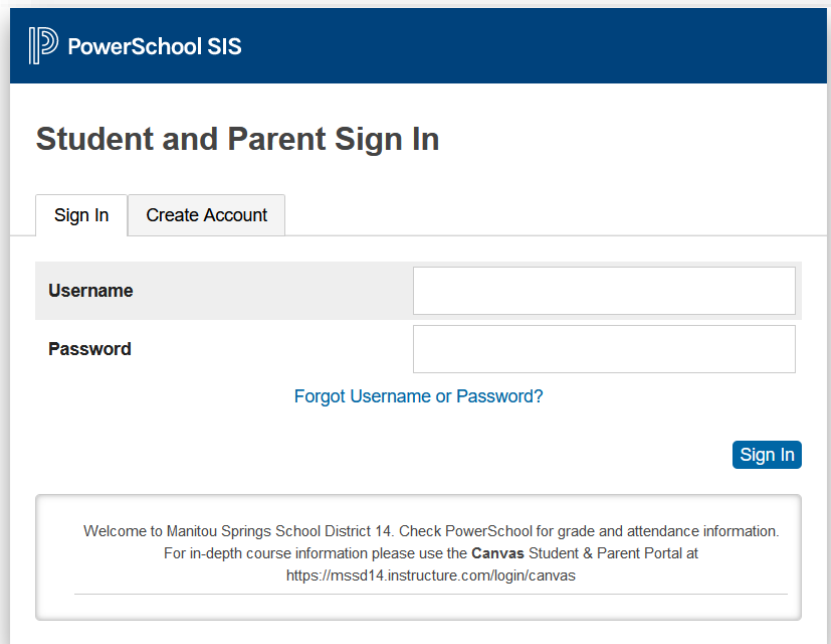
The PowerSchool Parent Portal allows parents and guardians access to grades and attendance for one or more students with one sign into the PowerSchool Parent Portal. A parent or guardian can setup their own personalized account and control email notifications for all their students. The Parent Portal only displays grades for middle & high school students.

You may access the PowerSchool Student & Parent Portal by entering <https://mssd14.powerschool.com/public/>

You may also download the free mobile app, **PowerSchool for Parents**, using the district code of HFWG.

1. Follow the steps for creating an account according to the parent guide, *Parent Single Sign-On*.
2. Once you have created your account, enter your Username and Password to login to the parent portal.

<https://mssd14.powerschool.com/public/>



The screenshot shows the PowerSchool SIS login page. At the top is the PowerSchool SIS logo. Below it is the heading "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". To the right of the Password field is a link that says "Forgot Username or Password?". At the bottom right of the form is a blue "Sign In" button. Below the form is a white box containing the following text: "Welcome to Manitou Springs School District 14. Check PowerSchool for grade and attendance information. For in-depth course information please use the **Canvas** Student & Parent Portal at <https://mssd14.instructure.com/login/canvas>".

Grades & Attendance

- The following screen will appear with grade & attendance information for your students.
- Each student that you entered when you created your account will be available. Grades and attendance will display for the current grading period.
- Detailed grade and assignment information is available by clicking on the grades for each class. Teacher email links are available by selecting their name.
- To view grade & attendance information from previous grading periods, select the **Grade History** or **Attendance History** icons.

The screenshot shows the PowerSchool SIS interface for a student named Emma Wake. The page title is "Grades and Attendance: Crawford, Emma Victoria". The main content area displays a table with columns for "Exp", "Last Week", "This Week", "Attendance By Class", "Course", and "SI". The table lists various classes such as Physical Science Honors, English I Honors, Algebra I, Spanish II, Economics, Cabinet Making & Woodworking, PE/Health, and Advisory, along with their respective teachers and room numbers. The table also shows attendance data for each class.

Note: Assignments and grades are updated via a nightly sync with Canvas. Teachers may not be entering information daily into their Canvas gradebook. Please contact your student's teacher if you have questions about assignment's or grades. Please contact the school office if you have questions about attendance.

Email Notifications

- Select the **Email Notification** icon to receive emails with assignment, grade, and attendance information.
- Choose the information you would like to receive for your student.
- Choose how often you would like to receive the emails. You may choose daily, weekly, every 2 weeks, monthly or never.

The screenshot shows the PowerSchool SIS interface for a student named Emma Wake. The page title is "Email Notifications: Crawford, Emma Victoria". The page contains several sections for configuring email notifications. The "Contact Information" section shows the account email as "wildebrand@space.com". The "What Information Would You Like to Receive?" section has checkboxes for "Summary of Current Grades and Attendance" (checked), "Detail Report Showing Assignment Scores for Each Class", "Detail Report of Attendance", and "School Announcements". The "Additional Notification Emails" section has a field for "Email Address(es)". The "Frequency" section has a dropdown menu for "How Often?" set to "Weekly". There are also checkboxes for "Apply These Settings to All Your Students?" and "Send Now For Beck?".

Note: Email notifications can only be sent separately for each student.

Email Notifications Cont.

- If there are additional people that you would like to receive notifications, you may enter their email addresses as well. Parents and guardians are encouraged to create their own parent portal accounts so that they may set up their own email preferences.
- You may apply the same email notification settings for all of your students or you may apply different notification settings for each student separately.
- Click **Submit** to save your choices.

The screenshot shows the 'Email Notifications: Crawford, Emma Victoria' page in the PowerSchool SIS parent portal. The page is divided into several sections:

- Contact Information:** Shows the account email as 'whildebrand@space.com'.
- What Information Would You Like to Receive?:** A list of notification options with checkboxes:
 - 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):
- Additional Notification Emails:** A text input field for 'Email Address(es)' with a note: '(Separate multiple email addresses with commas)'.
- Frequency:** A dropdown menu set to 'Weekly'.
- Apply These Settings to All Your Students?:**
- Send Now For Beck?:**

On the left sidebar, the 'Account Preferences' icon is highlighted, and an arrow points from the text in the adjacent column to this icon.

Account Preferences

- Select the **Account Preferences** icon to make updates to your personal information/profile. Make sure to click the **Save** button if you make any changes.
- Choose the **Student Tab** to add another student to your account from Account Preferences.
- To *add* a student, you must have their Access ID & Password.

The screenshot shows the 'Account Preferences - Profile' page. It includes a navigation sidebar on the left and a main content area with the following details:

- Profile | Students** (tabs)
- Instruction: 'If you want to change the e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to contact the school administrator.'
- First Name:** William
- Last Name:** Hildebrand
- Account Email:** whildebrand@space.com
- Select Language:** Select a Language (dropdown)
- Username:** whildebrand@space.com
- Current Password:** New password must:
 - Be at least 8 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

The screenshot shows the 'Account Preferences - Students' page. It includes a navigation sidebar on the left and a main content area with the following details:

- Profile | Students** (tabs)
- My Students** section with instructions: 'To add a student to your Parent account, click the ADD button.'
 1. Emma Crawford
 2. Wake Crawford