

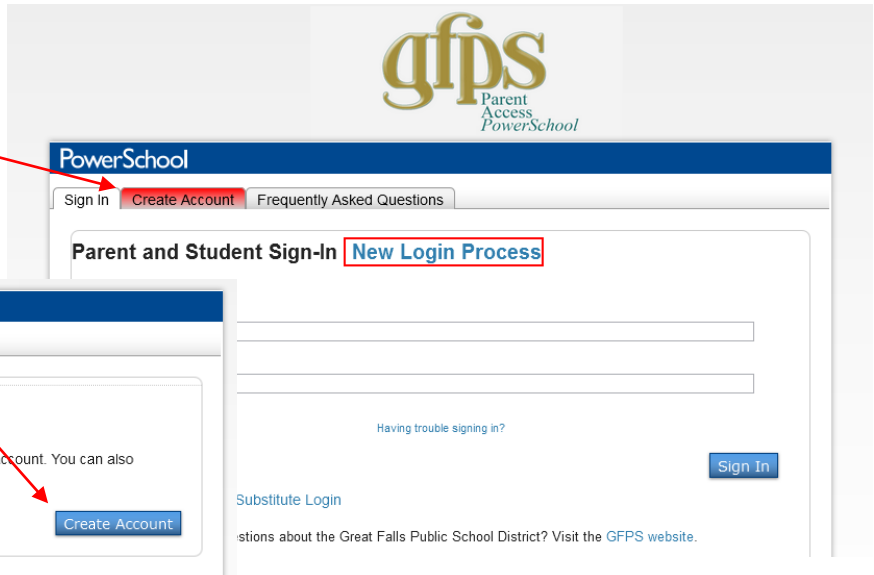
Single Sign-On for PowerSchool Parent Portal



Welcome! Please follow the instructions below to set up your new single sign-on to retrieve your student's PowerSchool information.

From your internet browser, go to the PowerSchool Parent Portal: **ps.gfps.k12.mt.us**
You can also find the link on the Great Falls Public School's web page at www.gfps.k12.mt.us
From the home page under Parents & Students > Online Resources > PowerSchool

The first thing you will need to do before you can Sign In is to create an account. Select the **Create Account** tab. From the Create Account tab, click on **Create Account**.



The **Create Parent Account** screen opens. To create a parent/guardian account, you will need to enter the following information:

- **Name:** Your first and last name
- **Email:** Each parent account requires a unique email address. This email is used for correspondence and password recovery.
- **Desired Username:** Your username is your unique PowerSchool identity.
- **Password:** Your password must be at least 6 characters long.

The image shows the 'Create Parent Account' form. It includes fields for First Name, Last Name, Email, Desired Username, Password, and Re-enter Password. Below these fields is a section titled 'Link Students to Account' with a table for entering student information. A red bracket on the left side of the form groups the fields mentioned in the list above. A red arrow points from the text 'click Enter' to the 'Enter' button at the bottom right of the form.

| Student Name | Access ID | Access Password | Relationship |
|--------------|----------------------|----------------------|--|
| 1. | <input type="text"/> | <input type="text"/> | -- Choose <input type="button" value="v"/> |
| 2. | <input type="text"/> | <input type="text"/> | -- Choose <input type="button" value="v"/> |
| 3. | <input type="text"/> | <input type="text"/> | -- Choose <input type="button" value="v"/> |
| 4. | <input type="text"/> | <input type="text"/> | -- Choose <input type="button" value="v"/> |
| 5. | <input type="text"/> | <input type="text"/> | -- Choose <input type="button" value="v"/> |
| 6. | <input type="text"/> | <input type="text"/> | -- Choose <input type="button" value="v"/> |
| 7. | <input type="text"/> | <input type="text"/> | -- Choose <input type="button" value="v"/> |

Next you will need to **Link Students to Account** (minimum of one student):

- **Student Name:** Your student's full name or first name only.
- **Access ID and Access Password:** Your student's ID and Password will be the same as what you have used in the past. If unknown, contact your student's school secretary.
- **Relationship:** Indicate what your relationship is to the student.

Once you have entered the parent account and student(s) information, click **Enter**.

Single Sign-On for PowerSchool Parent Portal (con't)

You will then be directed back to the **Sign In** screen where you will use your new **Username** and **Password**.

If you have questions regarding the PowerSchool Single Sign-On, you can go to the **Frequently Asked Questions** tab. Answers to commonly asked questions are listed here.

Student Access

Your student will have his/her own login to access their account to view **only their information**.

After signing in you will see the main Parent Portal Screen. Across the top you will see a blue bar with your student's name(s). You can view each student separately by clicking on their name and then using the **Navigation Bar** at the left to access information about grades, attendance, email notification, teacher comments, and school bulletin.

Account Preferences - Profile Screen

- By clicking on **Account Preferences** in the navigation bar, you have access to change or update your name, email, username, or password.
- By selecting the **Students** tab, you have the option to add additional students to your account.
 - Click the **Add** button.
 - You will need to have your new student's **Access ID and Access Password**. Again, this can be obtained from the building secretary at the school where your student attends.
 - Complete all of the information and click **Submit**.