

Rich Township High School District 227  
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## **PowerSchool Parents/Guardians Portal Single Sign-On**

Dear Parents/Guardians:

District 227 provides our parents/guardians with a single sign-on parent portal in PowerSchool. This feature enables parents/guardians to create their own PowerSchool account, choosing the user name and password they wish to use, and then assigning each of their students to their account. This feature also allows parents/guardians to utilize PowerSchool's mobile phone application.

Enabling single sign-on requires all parents/guardians to create an account. Before you begin, make sure you have recorded the confidential parent/guardian Access ID (username) and password assigned to you for each of your students (for whom you have parental and legal rights), issued by their school and is recorded on your students profile sheet.

Note: Students will continue to log in with their own access information as provided.

**Only parents/guardians must create a single sign-on account.** Instructions are detailed below.

### **How to Access the Parent Portal**

The link to the Parent Portal as well as additional documentation can be found on the campus websites.

The direct link to the Parent Portal is <https://ps.rich227.org> (do not put www.)

**Parents/Guardians may begin creating accounts on the first day of school. Access will NOT be available prior.**

### **How to Create a Parent/Guardian Account**

In order to create an account, you must have the Parent Access ID (username) and Password for at least one student enrolled in school. When creating the account, you will need the Parent Access ID (username) and Password for each student you want to associate to your parent/guardian account.

1. From the Parent Portal, click on the **Create Account** button. The Create Parent/Guardian Account page appears.
2. Enter the following information in the **Create Parent/Guardian Account** section:
  - a. **First Name/Last Name:** Enter your first and last name.
  - b. **Email Address:** Enter your email address. The email address you enter is used to send you select information, as well as account recovery notices and account change confirmations.
  - c. **Desired User Name:** Enter the user name you would like to use when logging into PowerSchool Parent Portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name.

- d. **Password:** Enter the password you would like to use. The password must be unique and a minimum of 6 characters.
    - e. **Re-enter Password:** Re-enter the password you would like to use when logging in. The password you enter must match the password entered in the Password field.
  3. Enter the following information to Link Students to Account:
    - a. **Student Name:** Enter the first and last name of the student you want to add to your account.
    - b. **Access ID:** Enter the unique Parent Access ID (username) for the student.
    - c. **Access Password:** Enter the unique Parent Access Password for the student.
    - d. **Relationship:** Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

**NOTE:** If you have more than one student, repeat Step 3a-d for each student. Remember to supply the Parent Access ID (username) and Password associated to each student, and you should **NEVER** enter your student's username and password anywhere in this process.

4. Click the **Enter** button. You will be notified if any required information is missing, and prompted for corrections. Follow the directions and when finished click **Enter**.

In order to protect your student's information and the Rich Township High School District, it is our policy that no user names or passwords are given over the phone or through email. If you need to obtain a lost username or password to access PowerSchool, you must visit your student's school registrar in person to request them. For security purposes, you must bring a Driver's License or State ID card with a photo to validate your information. It is our desire that PowerSchool's student information be a valuable resource for both you and your student.