



Torrance Unified School District PowerSchool Parent Account Creation Guide

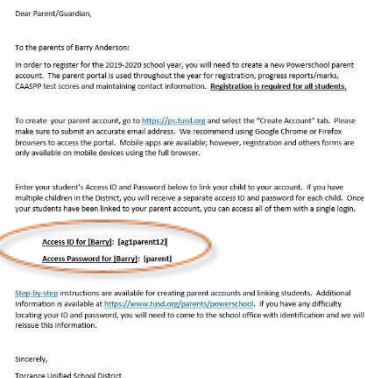


Get Started

PowerSchool is the District's web-based tool providing real-time insights on student progress reports/marks, schedules, standardized test scores, and attendance.

Before you can access your student information, you must create a new parent account. You need to have at least one student Access ID and Password to create an account. You will receive this information in your email. If you do not have this information, contact your school.

Sample email you should receive indicating student Access ID and Access Password

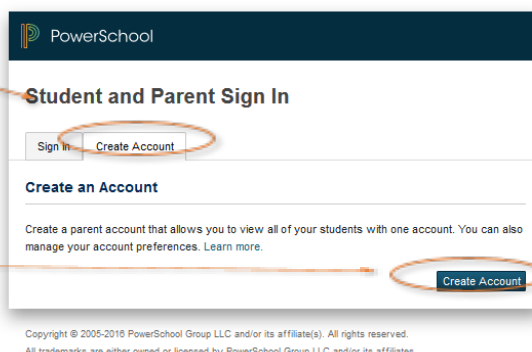


Set-up your account (Each parent/guardian may create their own account)

Step 1: Open your Web browser to <https://ps.tusd.org>

Step 2: On the Sign In screen, choose the "Create Account" tab and click on "Create Account" at the bottom of the Create an Account window.

Click "Create Account"



Verify by clicking on "Create Account"

Step 3: Complete information requested.

Parent Account Details

Enter YOUR Last Name, YOUR First Name, YOUR e-mail address, your preferred username and password.

Your new password should contain:

- At least 8 characters
- At least 1 uppercase and 1 lowercase letter
- At least 1 letter and 1 number
- At least one special character

e.g. '~!@#\$%^&*()_+
-

- E-mail address must be unique. Multiple parents cannot share the same e-mail address
- Username must be unique
- Verification password must match the new password above

Step 3: Complete information requested (Continued)

Link Students to Account

Student Name - Enter the first and last name of the student you want to add to your account.

Access ID and Password - Enter the unique Access ID and Password that you receive in the mail. **Contact your school if you do not have this information.**

Relationship – Choose how you are related to the student.

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

Access ID

Access Password

Relationship -- Choose

2

Student Name

Access ID

Access Password

Relationship -- Choose

3

Student Name

Access ID and Access Password are case-sensitive

Click on the Relationship drop-down arrow to choose your relationship to the student

Step 4: After completing all information, click “Enter” at the bottom of the page.

Upon completion of information requested, click “Enter” to submit.

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Student Name

Access ID

Access Password

Relationship Choose

Enter

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Note: If you get an error message, please verify information entered and re-submit.

Step 5: Upon completion, an email will be sent to the email address you provided.

Student and Parent Sign In

Sign In Create Account

✓ Congratulations! Your new PowerSchool account has been created. Check your email for a link to verify your account.

Select Language English

Username

Note: Replies to this message are not monitored or answered.

Step 6: Check your email box for an email from donotreply@tusd.org with a subject line of “**PowerSchool Account Email Verification**”. Click on the link on the email to verify your account. You have 24 hours to complete this process. Once completed, you should now be able to use your new account.

Student and Parent Sign In

Sign In Create Account

✓ Your new PowerSchool account was previously verified. Enter your Username and Password to start using your new account.

Select Language English

Username

Step 7: Sign in to <https://ps.tusd.org> and your screen should look similar to the image below:

Your Student Names are listed on this row.

Click on TUSD Resources icon to see forms and reports such as Elementary Achievement Report, Student Test Results, Helpful Student Links and the Annual Online Registration.

Account Preferences – allows you to change 1) your username, 2) your password or 3) the e-mail address associated with your PowerSchool account. **NOTE: the email present here is only used for PowerSchool alerts & notifications.**

You may also **add additional students** to your account from here.

PowerSchool Mobile App is available for iOS and Android devices. Use District code: **TCXN**

The screenshot shows the PowerSchool SIS interface. At the top, it says "PowerSchool SIS" and "Welcome, Ed Test Gonzales Test | Help | Sign Out". The main header is "Grades and Attendance:". Below this, there are fields for "TUSD Student ID:" and "State Student ID (SSID:)", and tabs for "Grades and Attendance" and "Standards Grades".

The "Grades and Attendance" tab is active, showing a table titled "Attendance By Class". The table has columns for "Exp", "Last Week" (M, T, W, H, F), "This Week" (M, T, W, H, F), "Course", and then columns for quarters (P1, Q1, P2, Q2, S1, P3, Q3, P4, Q4, S2), "Absences", and "Tardies". The "Attendance Totals" row shows 0 for both Absences and Tardies.

Below the table, there is a section for "Cumulative Info. Value" and a "Legend" section. The legend lists various attendance codes and their meanings, such as Blank=Present, Q=Virtual Absence, A=Absent, L=Tardy, Y=Excused Tardy, M=Tardy > 30 min, T=Truant, E=Excused, F=In School Suspen, S=Suspended, C=Indp Study Incomplete, J=Indp Study Completed, B=School Business, V=Studio Attendance, K=Saturday, U=Unexcused, D=Doctor Note, R=Left Early, and Citizenship Codes: E=Excellent, S=Satisfactory, N=Needs to improve, U=Unsatisfactory.

On the left side of the interface, there is a navigation menu with icons for various features like Alerting, Navigation, Grades and Attendance, Missing Assignments, Grade History, Attendance History, Email Notification, Teacher Comments, Ecollect Forms, Student Support, School Bulletin, Class Registration, My Schedule, School Information, Score Reports, and Account Preferences. At the bottom of the menu, there are buttons for "District Code TCXN", "Download on the App Store", and "GET IT ON Google play".

Linking Additional Students

- Login to the parent portal at <https://ps.tusd.org>:

PowerSchool

Student and Parent Sign In

Sign In Create Account

Select Language English

Username

Password

Forgot Username or Password?

Online registration will be available on August 1, 2018.

- My Schedule
- School Information
- Account Preferences**

- From the left-side menu, select **Account Preferences**:

- Select the **Students** Tab, then click **Add**:

Account Preferences - Students

Profile Students

Add

My Students

To add a student to your Parent account, click the ADD button.

- *Continued on the next page...*

- Enter in the information below as provided in the parent account letter from the school/District.
Click OK when done.

Add Student

Student Access Information

Student Name

Access ID

Access Password

Relationship

Cancel

- **NOTE:** The *Access ID* and *Access Password* are different than what you use to login to your parent portal account. This Access ID and password may have been emailed to you or provided from your student's school.