



# 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 grades, schedules, performance, and attendance.

Before you can access your student information, you must create a new parent account (*existing ParentConnect accounts will not work in PowerSchool*). 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 letter you should receive indicating student Access ID and Access Password

Apple Grove High School  
4750 Richmond Cir.  
Jackson, MS 39209  
Phone: (601) 555-1200

May 4, 2017

To the parents of Barry Anderson:

You may access Barry's current grades and attendance through the internet. You will need the following information to link your child to your PowerSchool Parent Account. You will need to create an account if you do not already have one.

The website address is <https://torrance.powerschool.com>

Barry's Access ID is **ag1parent12**  
The Access Password is **parent**

If you have internet access, you can view the information on your student at any time. Please keep your passwords confidential so that only you can access the information.

Sincerely,

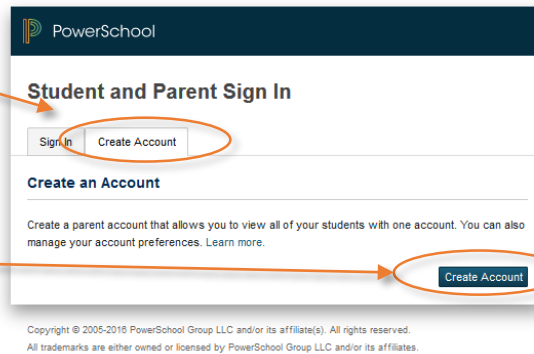
Torrance Unified School District

## 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.

The screenshot shows a form titled "Link Students to Account" with the instruction: "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". There are three numbered sections (1, 2, 3) for adding students. Each section contains:
 

- Student Name: text input field
- Access ID: text input field
- Access Password: text input field
- Relationship: dropdown menu with "-- Choose" selected

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.

This screenshot shows the same form as in Step 3, but with the "Enter" button at the bottom right circled in orange. An orange arrow points from the text "click 'Enter' to submit" to this button.

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

Step 5: Sign-in to test your new account at <https://ps.tusd.org>. Your screen should look similar to the image below:

**Account Preferences** allows you to change your e-mail address, username or password. You may also **add additional students** to your account.

PowerSchool Mobile App is available for iOS and Android devices. Use District code listed on this screen.

The screenshot shows the PowerSchool web interface. The top navigation bar includes "Welcome, Test First Test Last", "Help", and "Sign Out". The main content area is titled "Grades and Attendance:" and has two tabs: "Grades and Attendance" (selected) and "Standards Grades".

The "Grades and Attendance" section contains two tables:

- Attendance By Class:** A table with columns for "Exp", "Last Week" (M, T, W, H, F), "This Week" (M, T, W, H, F), "Course", "T1", "T2", "T3", "Absences", and "Tardies". The "Attendance Totals" row shows 0 for Absences and 0 for Tardies.
- Attendance By Day:** A table with columns for "Last Week" (M, T, W, H, F), "This Week" (M, T, W, H, F), "Absences" (T3, YTD), and "Tardies" (T3, YTD). The "Attendance Totals" row shows 0 for Absences and 0 for Tardies.

At the bottom, there is a "Legend" section with the following text: "Attendance Codes: [Blank]=Present | A=Absent | B=School Business | C=Inp Study Incomplete | E=Excused | S=Suspended | M=Tardy > 30 min | L=Tardy | J=Inp Study Completed | T=Truant | F=In School Suspend | V=Studio Attendance | Y=Excused Tardy".

On the left side, there is a "Navigation" sidebar with icons for: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, My Schedule, School Information, and Account Preferences. At the bottom of the sidebar, there are buttons for "Download on the App Store" and "GET IT ON Google play".