Parent Guide to Accessing Student Information
with "Single-Sign-On" in PowerSchool

Using single sign-on you will be able to see all of your children's academic information with a single logon. Please go to the PowerSchool web address:

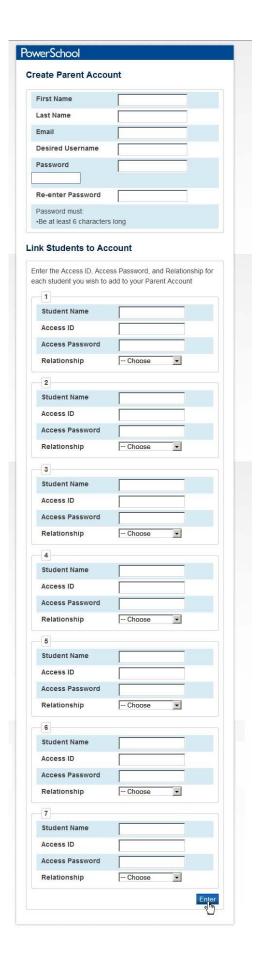## https://powerschool.cape.k12.me.us

1. Before you begin, you will need the school issued **Parent Access ID** and the **Parent Access Password** for each of your children. Contact the school if you do not have these. The student Access ID will not work.

2. The first time you logon to the family portal after Single Sign-on is enabled, you will see this screen. Before you can access your children's records you must create your account.

3. Click on the "**Create Account**" tab.
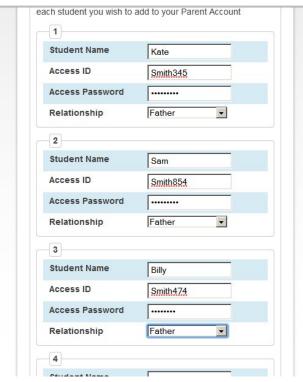
4. Next click on the "**Create Account**" button.

5. You will be presented a screen that looks like the one on the right.

6. You begin by adding your personal information including your name, email address, desired user name and password. The email address, user name and password can be whatever you like but they must be unique and not already in use by the portal. **Passwords must have a minimum of six characters.**

7. Once you have entered the information needed to establish your parent account, you will scroll down the page to add your students' information.

8. You will enter each student's name, the **Parent Access ID** and the **Parent Access Password** (the ones you previously used from that student). You will also choose your relationship to the student from the drop down box on the right. Note that both the Parent Access ID and Parent Access password are case sensitive.

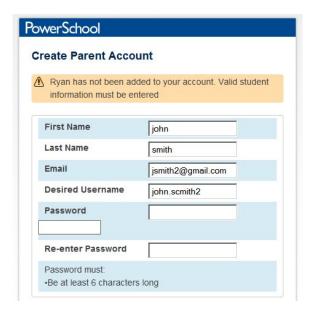9. After entering all your children, Click the "**Enter"** button.

10. If you see errors like those to the right, remember, the email address and user name must be unique. You should input something different.

You should also note that when an error occurs, the password is removed. You will need to re-enter it.

PowerSchool

Create Parent Account

⚠ Ryan has not been added to your account. Valid student information must be entered

First Name	john
Last Name	smith
Email	jsmith2@gmail.com
Desired Username	john.scmith2
Password	
Re-enter Password	

Password must:
•Be at least 6 characters long

11. When you have successfully submitted your information, you will see the congratulations screen. Now you may login with the user name and password you just created and see all of your student's academic information.

PowerSchool

Sign In | Create Account

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

Student and Parent Sign In

Username

Password

Having trouble signing in?

Sign In

12. You can now switch students by clicking on the student's name in the tab bar at the top of the screen. All other functions of the family portal should work the same as before the switch to Single Sign-on.

PowerSchool

Anthony   Jessica   Jorrien   Nathan

Navigation

Grade Histor