Personalized Instructions for New PowerSchool Parent Portal Accounts

This letter will help you create a PowerSchool Parent Portal account so that you can get your teacher assignments, complete back-to-school forms, and view grades/attendance. You will need a letter for each of your children. (If you’re missing a letter, perhaps you already opened an account.) For assistance or an additional child’s codes, call 245-2943. Access IDs and passwords are unique for each student. You should keep this letter in a safe place.

Your Child’s Access Information:
Student Name:
Access ID:
Access Password:

Instructions to Open a New Account:
1. Open an internet browser on your computer and direct your browser to https://sis.charlottesvilleschools.org/public
You may also find a link on the “Parents” menu at the bottom of every page of the Charlottesville City Schools web site at http://www.charlottesvilleschools.org
2. Click the Create Account button.

Create Parent Account

First Name: Joe
Last Name: Doe
Email: sample@sample.com
Desired Username: Jolindoe
Password: ********
Re-enter Password: ********

Password must be at least 6 characters long.

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account.

Student Name | Access ID | Access Password | Relationship
--- | --- | --- | ---
1. Jimmy | P9999 | ****** | Son
2. Sally | P8888 | ****** | Daughter
3. Tommy | P7777 | ****** | Son
4. | | | — Choose
5. | | | — Choose
6. | | | — Choose
7. | | | — Choose

5. Once you have completed the above, you will see this screen. You can now use your new username/password to log in at: https://sis.charlottesvilleschools.org/public (Or find a link at the bottom of our web site.)

To Add a Student to an Existing Parent Account:
1. To add a child, log in and click “Account Preferences,” then “Students,” then “Add.” Enter the student access data from this letter.