

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.

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

3. A new screen will open. Parent's information goes in the top section. You must give an email address.

The parent or guardian chooses a username and password. Passwords must be at least 6 characters.

4. Children's access information goes in the lower section.

Use the Access ID and password from the top of this page. Passwords are case sensitive and MUST be entered exactly as they appear above. If you have more than one child, you will receive more than one letter and should enter all children here.

Remember to click Enter when you have finished entering all children.

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.