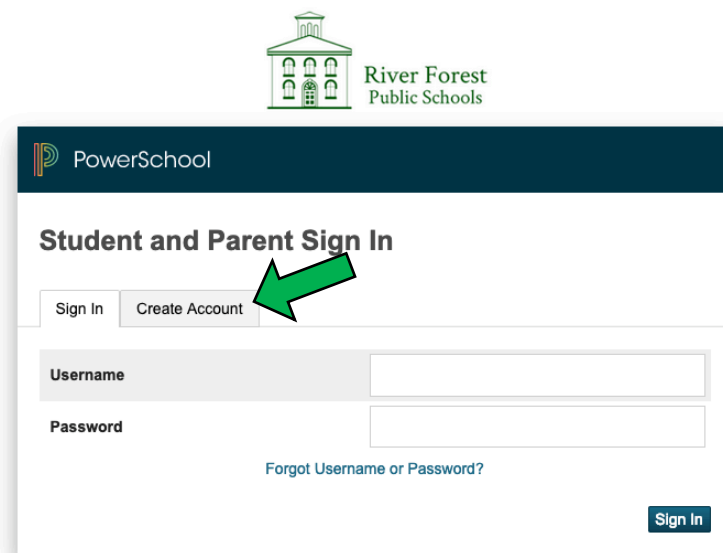# PowerSchool New Parent Portal
Account Instructions

The following directions are intended for parents who would like to create a new PowerSchool Parent account. Once this account is created, you will have access to registration forms, grades (Roosevelt only), attendance, and other information for all your student(s) currently attending River Forest Public Schools. ***Please note, starting with the 2019-2020 school year you will need a Powerschool Parent account to complete the registration forms.***

1. Open your web browser of choice (Firefox, Chrome, Safari, etc).

2. Go to the PowerSchool Parent Portal page. This can be accessed via your school's website, or by typing in the following web address: https://d90.powerschool.com/public/

3. There are two tabs at the top, **Sign In** and **Create Account**.

   New PowerSchool users: If you do not have an account, click the **Create Account** tab.

   Existing PowerSchool users: If you have a PowerSchool login and password, use the **Sign In** page. If you have forgotten your password, click on the Forgot Username or Password? link under the password text box. If you are looking to add a new student to an existing account, please see the ***Adding a Student to and Existing Powerschool Account*** document.

4. Click the **Create Account** button.
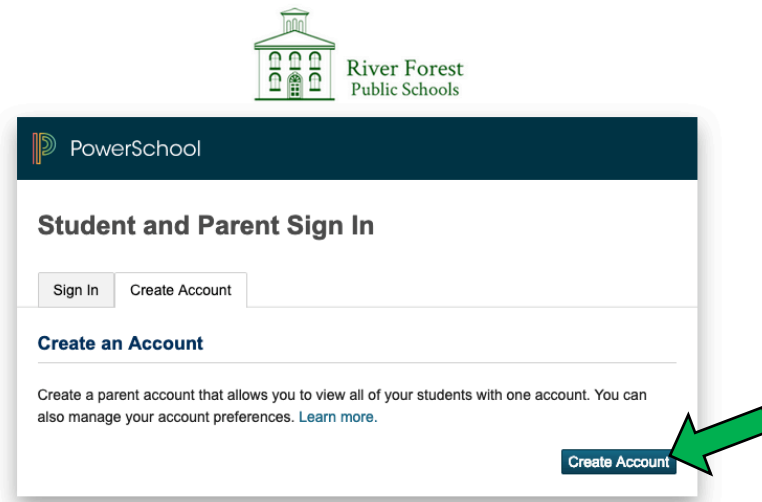
5. Fill out all the fields on the create account page, including a username and password of your choosing. Please write your username and password down and keep it in a safe and secure place. **Passwords must be at least 6 characters in length*.

7. Scroll down to the **Link Students to Account** section. Enter your student's first and last name in the Student Name field.

8. Enter the four digit **Access ID** that appears on the letter you were given from your school. ***Each student will have a different Access ID*

9. Enter the four digit **Access Password** that appears on the letter you were given from your school. ***Each student will have a different Access Password*

10. Choose your relationship to the student from the drop down list provided.

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	Mickey Mouse
Access ID	4494
Access Password	••••
Relationship	Mother

2	
Student Name	
Access ID	
Access Password	
Relationship	-- Choose

11. If you have another student at Lincoln, Roosevelt, or Willard, you many enter them in the next student section. Repeat steps 7 through 10 for each additional student. *** Each student you enter will have a different AccessID and Access Password.*

12. Scroll down to the bottom of the page, and click the **Enter** button once you are finished and you should be able to view each of your student(s) accounts.

Once you have established your account, you will be able to fill out registration forms, access grades (Roosevelt only), view attendance, and set up email notifications on a daily, weekly, or monthly basis if desired.

Student(s) names will appear as tabs across the top in the header. Click on the name of the student in order to access their information.

In addition, there is also a PowerSchool mobile app available in the App and Google Play stores so you can monitor your child's progress on your mobile device.

If you have any trouble completing these steps and need further assistance, please contact your school secretary or email powerschool@district90.org.