

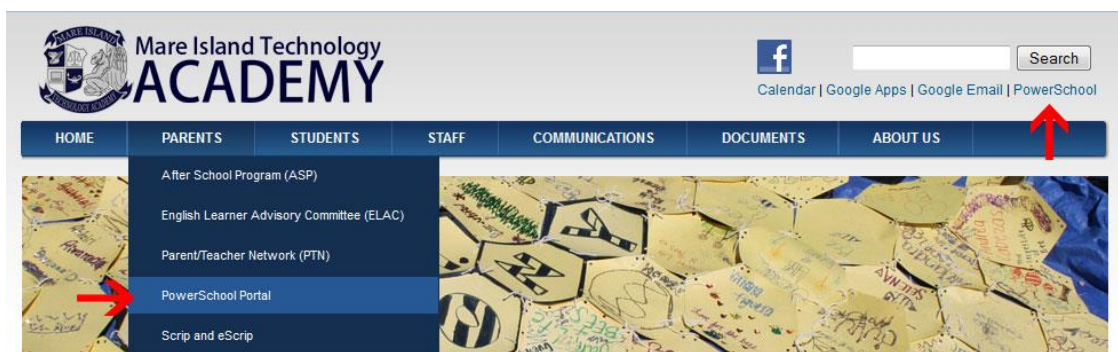
How to Setup a PowerSchool Parent Account

MIT Academy

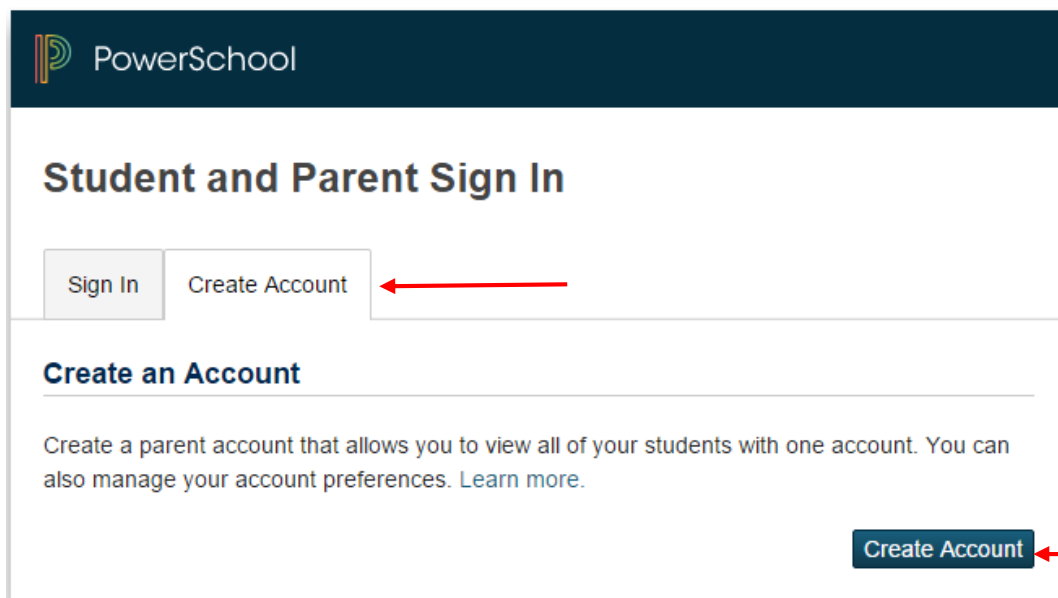
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NOTE: In order to complete this process, you will need a “Password Letter for Parents” for your child. This can be obtained in the Main Office.

1. Navigate to the MIT Academy website (www.mitacademy.org)
2. Click through to the **PowerSchool Portal**
(menu: **PARENTS > PowerSchool Portal** OR **PowerSchool** link located under the search bar)



3. Click on the “**Parents & Students**” link
4. Click the “**Create Account**” tab, and then the “**Create Account**” button



5. Fill out the **Create Parent Account** form to create your new account. Please be sure to remember the Username and Password you create, as you will be using it to log in.
6. In order to link a student to your account, using the **Login Information** on the **“PowerSchool Parent Portal Password Notification”** letter (Password Letter for Parents), fill out the fields in the **“Link Students to Account”** section as follows: (Note: Input the values **exactly as they appear on the letter**).
 - a. **Student Name**
 - b. **Access ID** - (Note: This is not the same as your child’s PowerSchool User ID)
 - c. **Access Password**
 - d. **Relationship** - YOUR relationship to the student (Father/Mother/Guardian/etc...)
 - e. (optional) Repeat as necessary if you have multiple students enrolled.

Create Parent Account

First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Smith"/>
Email	<input type="text" value="jsmith@email.com"/>
Desired Username	<input type="text" value="myusername"/>
Password	<input type="password" value="....."/> Strong
Re-enter Password	<input type="password" value="....."/>

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. a. <input type="text" value="Joe Smith"/>	b. <input type="text" value="User ID"/>	c. <input type="password" value="..."/>	d. <input type="text" value="Father"/>
2. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
3. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose

7. Your account should now be created. Login to the **Student and Parent Sign In** page to confirm.