

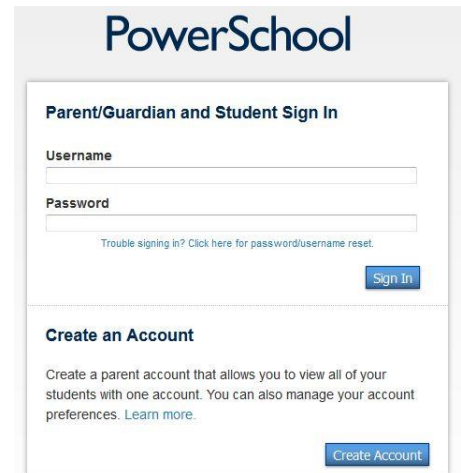
Quick Reference Guide

Create Account for PowerSchool Parent Portal



Introduction

Welcome to PowerSchool’s Parent Portal Access Management System. In order to access your student’s school information, you must first create an FCSU Parent Account if you are new to the district. Refer to “Create a Parent/Guardian Account” in the section below.



To Start or Log In: Go to our website at www.bfa.fcsuvt.org under Student and Parent tab and click on the PowerSchool link.

Note: Parents/Guardians who created an online access account last year, at BFA or at an FCSU elementary school, DO NOT need to create a new account for the new school year. The old account will still be active. **Forgot your password or username?** Click on the **Trouble signing in?** link and follow directions. Ignore the following instructions.

Create a Parent/Guardian Account

To get started you must create your account. You will need the **Access ID** and **Access Password** for at least one student enrolled in school—provided to students and parents during Orientation Night. From the PowerSchool Login page, cClick on the blue **Create Account** button. The following screen opens. Enter the requested information:

First and Last Name: Self-explanatory.

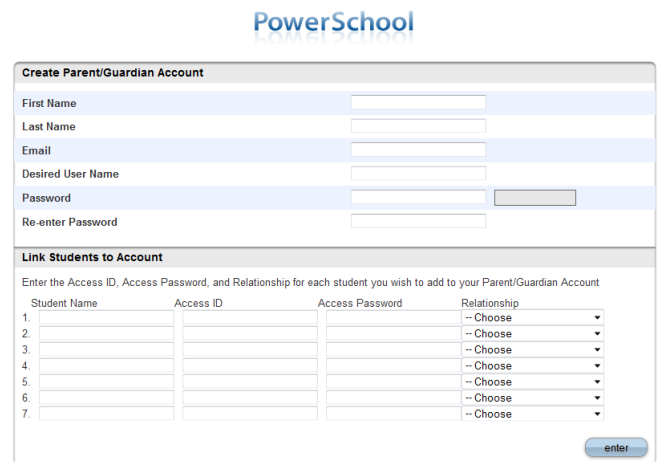
Email: Enter your email address. The email address you enter is used to send you select information, as well as account recovery notices and account changes confirmations.

Desired User Name: Enter the user name you would like to use when logging in. The user name must be unique. You will be prompted to select or enter another user name if your choice is already in use.

Password: Enter the password you would like to use. The password must be unique and a minimum of six (6) characters.

Re-enter Password: Re-enter the password you would like to use when logging in. The password you enter must match the password entered in the **Password** field.

Continue to the next section to enter information regarding your student(s).



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Link Students to Account

1. Student Name: Enter the first and last name of the student you want to add to your account.

2. Access ID: Enter the Access ID your school provided for you for this student. **Each student has a unique ID.**

3. Access Password: Enter the **unique** Access Password you were provided for this student.

4. Relationship: Indicate how you are related to the student by choosing from the pop-up menu.

Note: If you have more than one student, repeat steps 1-4 for each student. Remember to supply the Access ID and password associated to each student.

Student Name	Access ID	Access Password	Relationship
1.			-- Choose
2.			-- Choose
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			-- Choose

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Click on **Enter** button. You will be notified if any required information is missing, and prompted for corrections. Follow the directions and when finished click on **Enter**.

Once the account creation completed successfully, you will be logged out of the current session. Log back in with your newly created username and password.



Features and Links:

Student Tabs: The first names of the students associated to your parent/guardian account appear in alphabetical order. Click on the name of the student whose information you wish to view.

Grades and Attendance: Contains Traditional and Standards Grades.

Grade History: Prior years and terms Progress, Exam, and Final Grades

Attendance History: Current term's Period Attendance

Email Notification: Manage what information you would like to receive, how often, and any additional email addresses that you would like the information sent to. Choices include: Summary of current grades and attendance; Detail report showing assignment scores for each class; Detail report of attendance; and School announcements. **Note:** Fee and Lunch Balances are not supported.

Teacher Comments: Displays any comments that teachers have entered regarding a student.

Class Registration: Displays existing course requests, when available.

School Bulletin: Daily Announcements displayed here and on BFA Website

Account Preferences: Manage your parent/guardian account information, including your name, user name, password and email address. . If you need to add an additional student for whom you have legal rights or guardianship, click on the **Students** tab. **Note:** To edit or remove a student, contact the Tech Dept.

Access Logs: A log of parent and student date and time accesses.

Honor Roll: Your student's honor roll achievements.

My Schedule: A matrix view of your student's school class schedule.

School Information: BFA School Information

Test Scores: SAT I, SAT II, ACT test scores

PowerSchool for Parents: Download the latest Mobile App for Parents—iPad, iPhone, iPod Touch

School Contact Information: Need your account Access ID and Password? Questions or Problems? Send an email for tech support at bfatech@fcsuvt.org or contact our HelpDesk at **802-527-6498**.