

PowerSchool Parent Portal Account Creation and Course Selection Process

1. Create an Account for the PowerSchool Parent Portal

- Launch the browser (preferred browsers Firefox or Google Chrome)
- Enter the following web address:
<https://hanover.powerschool.com/public/home.html>
- Click once on “**Create Account**” tab.
- Click once on “**Create Account**” button.
- This will activate the setup screen.

PowerSchool SIS

Student and Parent Sign In

Sign In **Create Account**

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

2. Create Parent Account

- Must enter required fields to include the following:
 - Parent first name
 - Parent last name
 - Email address
 - Desired username
 - Password (re-entry of password to validate)

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Re-enter Email

Desired Username

Password

Re-enter Password

Password must:

- Be at least 8 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character

3. Link Students to (Parent) Account

- Must enter the following information for all rising 6-12 students:
 - Student name (first name last name)
 - Access ID, which is the Student ID
 - Access Password, which is the student's DOB (Format - yyyymmdd)
 - Select your relationship with the student from the dropdown list
 - Click once on the Enter button.

Note: If you have more than one student, enter all rising 6-12 students at this time.

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	Access ID	Access Password	Relationship
	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose

4. Successful Setup!

- You know you have successfully setup your parent account when you receive the following screen.



Congratulations! Your new Parent Account has been created. Enter your username and password to start using your new account.

Parent Sign In

Username

Password

[Having trouble signing in?](#)

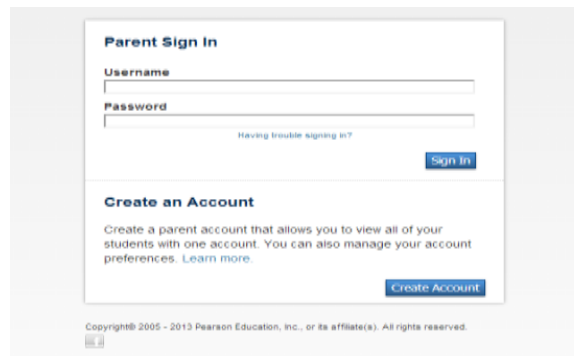
Sign In

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5. Login to Parent Portal

- Enter the user id and password that you created during setup to access your student's screen.

Note: It is the last section at the bottom



6. Class Registration/Account Preferences

- Click on the **Class Registration** icon located on the left. (This allows access to next year courses).
- Click on **Account Preferences** to edit account information or to add a student. If adding another student follow directions in Step 3 for entries.



7. More Than One Student?

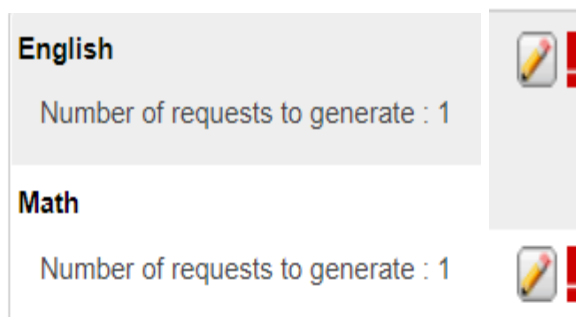
- If you have more than one student that you must complete course selections for the next year school year, the student names will be located at the top left of the screen.
- Simply click on the student you wish to work with and the screen will refresh.



8. How to make Course Selections

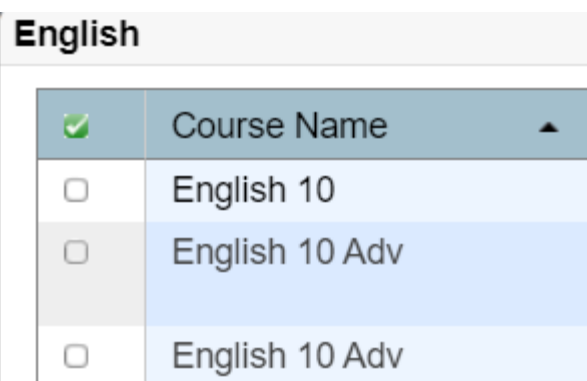
- Click once on the pencil to make a selection for each subject..
- The course selection screen contains all possible options for next year scheduling to include the core courses (Math, Language Arts, Science, Social Studies) as well as elective courses.
- For some grades, teachers may have made appropriate recommendations based on specific criteria.

Note: Please be sure to review any directions or notes on each screen to ensure you are making selections correctly.



9. Making Selections Continued...

- When you click on the pencil, the possible selections appear.
- Please be sure to review any directions or notes on each screen to ensure you are making selections correctly.
- You must be sure to click once on the "Okay" button at the bottom of each screen to complete process. (Some screens require you to scroll)



✓	Course Name
<input type="checkbox"/>	English 10
<input type="checkbox"/>	English 10 Adv
<input type="checkbox"/>	English 10 Adv

10. Important Note!

- Please be sure to take the time to read the directions carefully to ensure you are making the right selections.
- In some cases, decisions must be made between full year and semester courses.

Prerequisite Note	Alerts

11. Completing Recommendations

- Please be sure to take the time to read the directions carefully to ensure you are making the right selections.
- In some cases, decisions must be made between full year and semester course.

English Number of requests to generate : 1	English 10 E158 - 1 credits
Math Number of requests to generate : 1	Algebraic Concepts CR252 - 1 credits Must also select Algebra I

12. View Requests

- Once you have submitted your selections, you can view the requests that were created for next year scheduling by clicking on the "View Requests" link at the top of the page.
- These can be printed by clicking on the "Print" icon located at the top right hand section of the window.

[View course requests](#)