PowerSchool Parent Portal Setup Guide

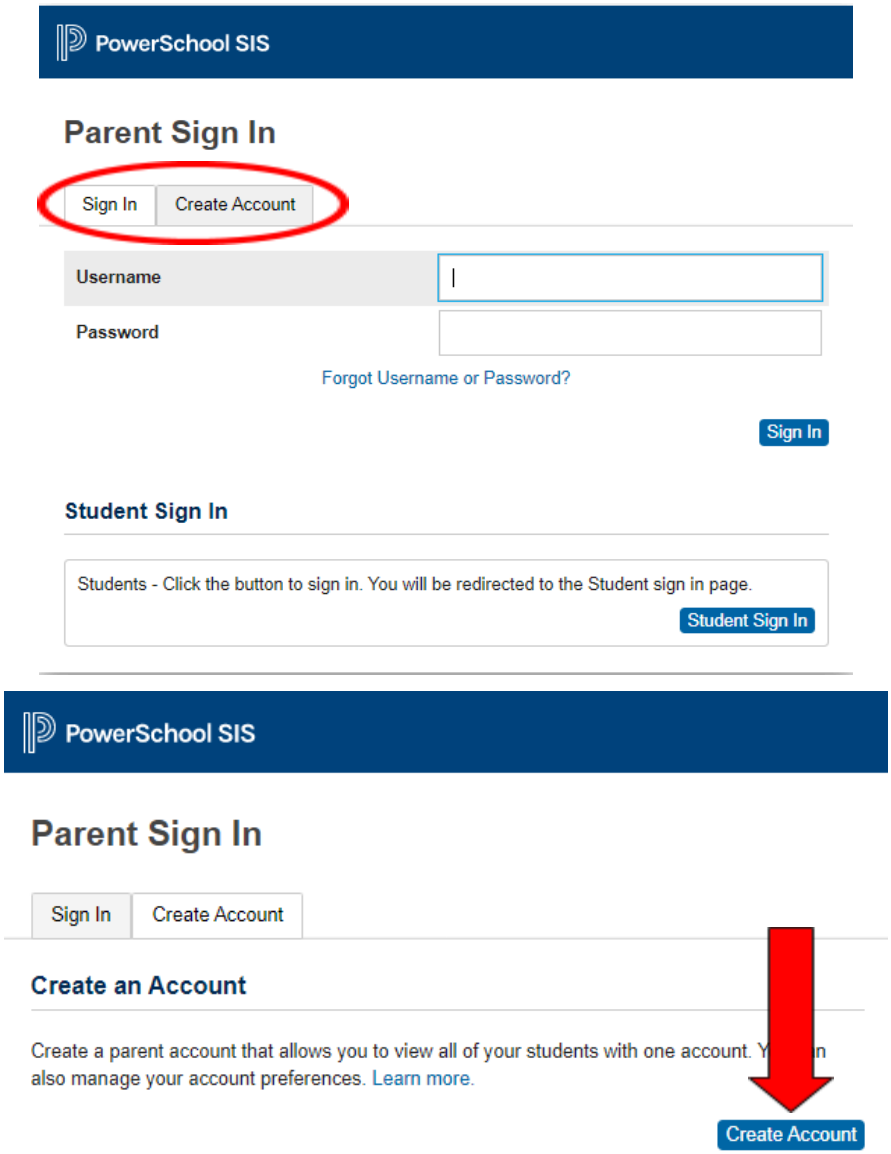
Step 1: Access BCSS PowerSchool Site

Click on the link below to access the BCSS PowerSchool Parent Portal site or copy and paste into your web browser such as Google Chrome, Microsoft Edge, Firefox and/or Safari from a computer, laptop, or tablet to navigate to the site.

https://butlerco.powerschool.com/public/

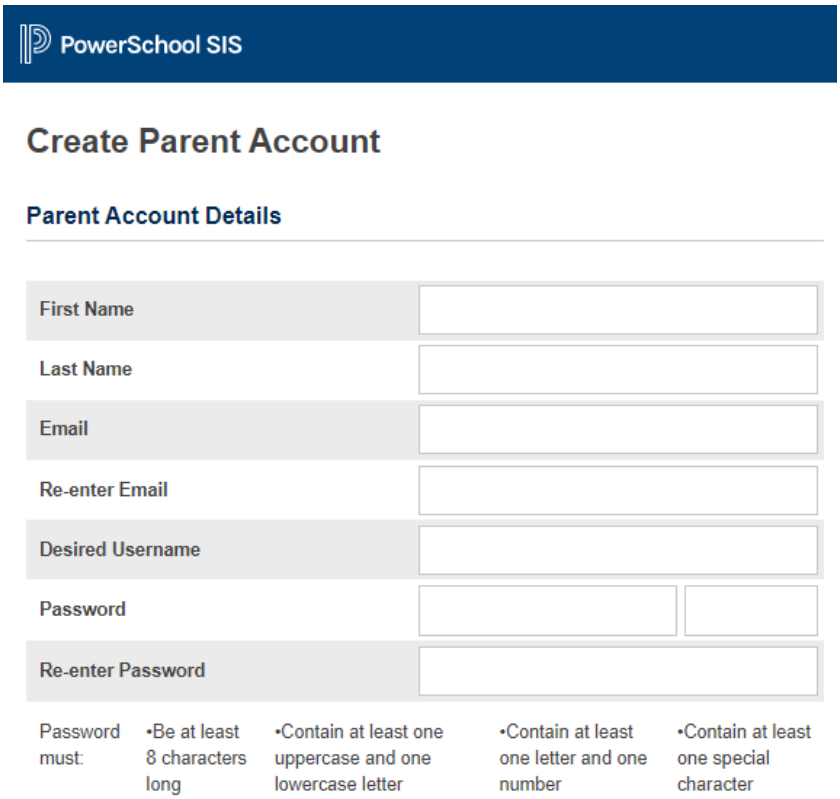
Step 2: Sign In or Account Creation

If you have a Parent Portal account, sign in and skip to step 6. If you have not created a Parent Portal account, click on the Create Account tab at the top and then click on the Create Account button.



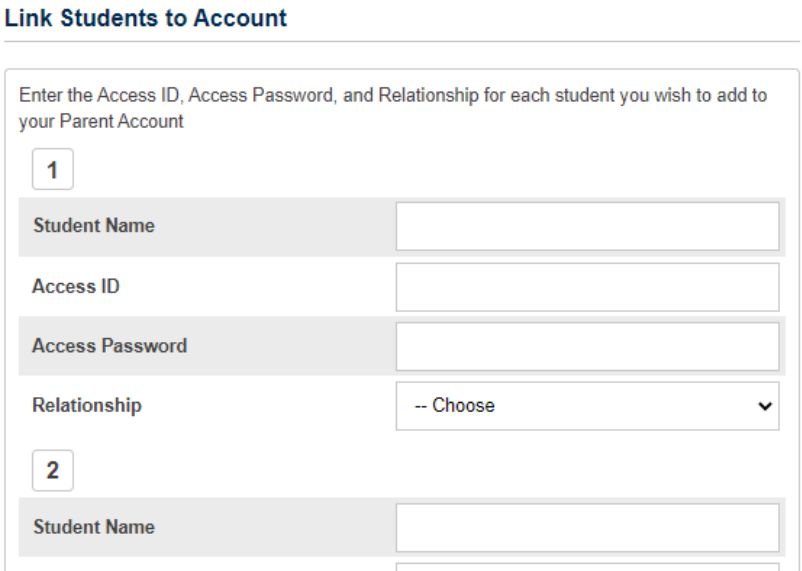
Step 3: Create Parent Account

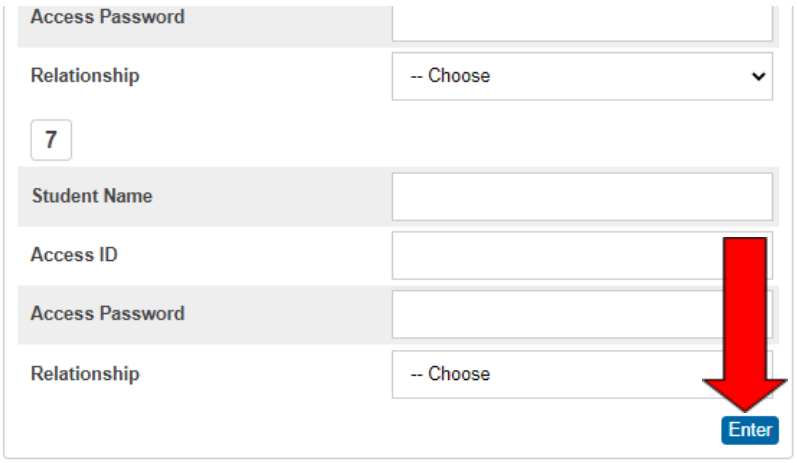
Complete the parent account details by adding your name, email address and desired username. Please follow the password rules as listed in the picture below. You will need a minimum of 8 characters that include 1 uppercase, 1 lowercase, at least one letter and one number, and contains at least one special character. (ex. !@%)



Step 4: Link Students to Account

From your child's progress report or registration letter, you will find the parent access codes to link your students to your parent portal account. If you do not have your parent access codes contact the school to request them. Enter the appropriate information for students and then scroll to the bottom and click Enter.





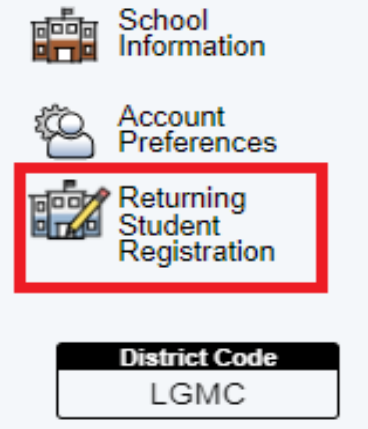
If you get a red error message, read the message carefully and make the necessary changes. Your password may not meet the password rules, your student access id or password could be incorrect, or was not entered exactly as provided. Passwords are case sensitive.

Step 5: Successful Account Setup & Verification

After successfully creating your Parent Portal account, be sure to **check your email to verify** the account. After account verification, you will be able to login to the Parent Portal with the username and password chosen. Please keep your username and password in a safe place and bookmark the url in your web browser for future use.

Step 6: Complete RETURNING STUDENT REGISTRATION

Sign in to https://butlerco.powerschool.com/public/ using the credentials chosen during the account creation. Complete the RETURNING STUDENT REGISTRATION located in the left menu, at the bottom. Remember to complete the registration for each of your children.



Useful Links:

PowerSchool Parent & Student FAQ Resources

PowerSchool Mobile App Setup

PowerSchool Mobile App - Apple

PowerSchool Mobile App - Android

BCSS District Code: LGMC

PowerSchool SIS Student and Parent Portals Quick Start Guide

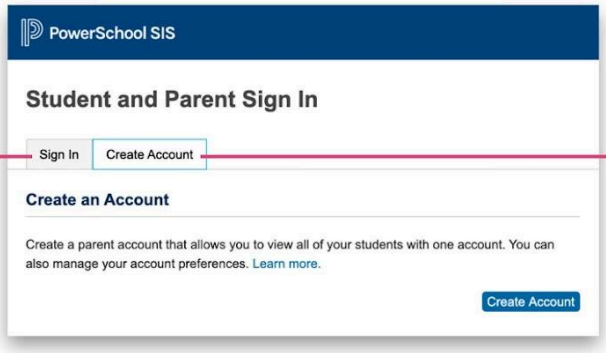
Students and Parents use the same web address to access the Sign In page

Student Sign In

Students enter the student username and password provided by their school to sign in. Students can see only their personal account information.

Parent Sign In

Before parents can sign in to PowerSchool SIS, they must create a parent account:



1. Click Create Account
2. Enter first name, last name, and email address
3. Enter the student's name, access ID, and access password, and the parent's relationship to the student
4. Click Enter

Once the account is created, parents use their account information to sign in to either the portal or the app.

Navigate the Portals

Keep track of final grades and attendance totals for the current term

View the student's courses listed by term, including the grade, score, citizenship grade, and credit hours

View an attendance grid for the current term

Modify email preferences and enter additional email addresses

View general comments regarding the student and send an email to the teacher

Read announcements for past, present and future dates

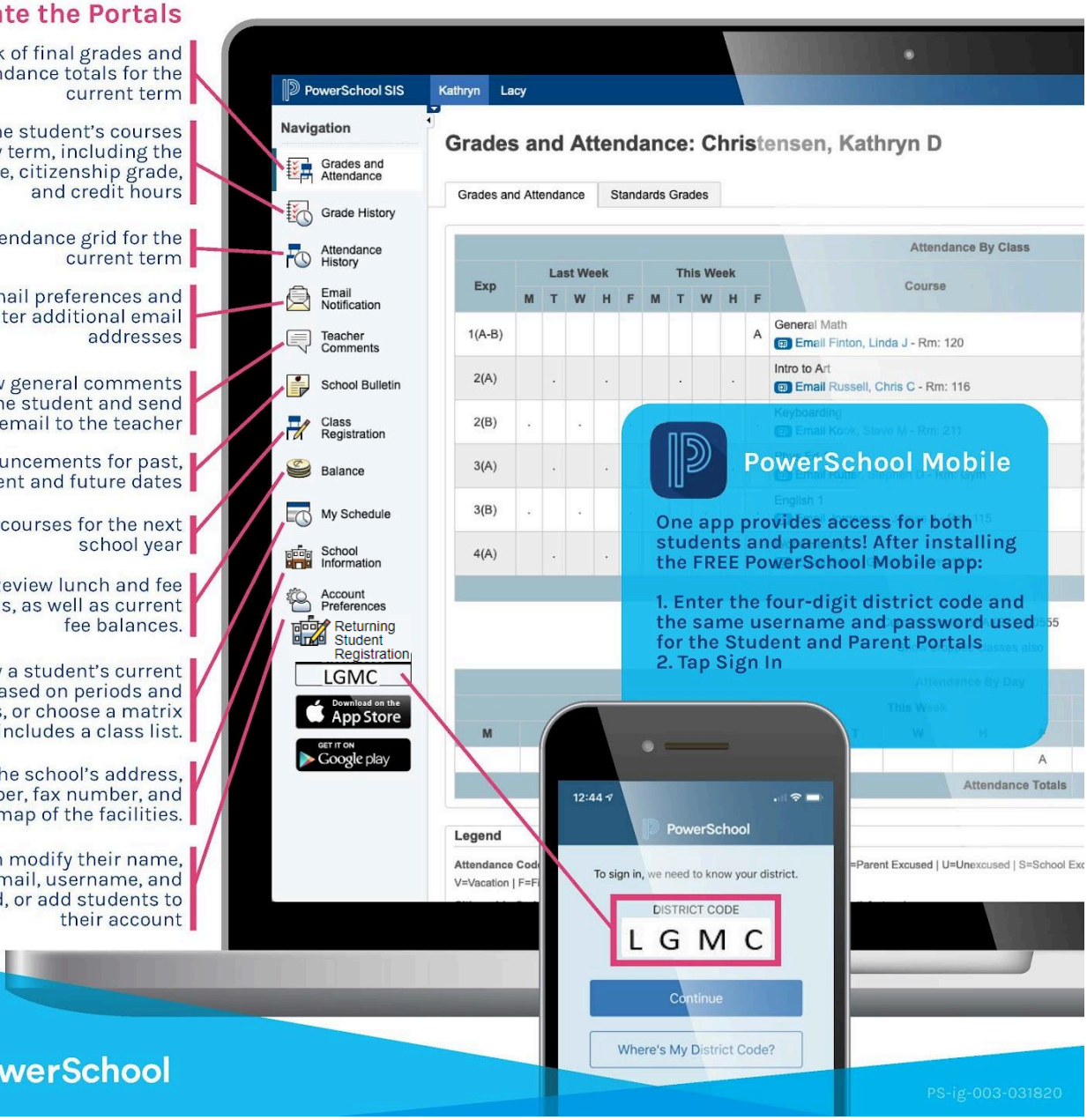
Request courses for the next school year

Review lunch and fee transactions, as well as current fee balances.

View a student's current schedule based on periods and school days, or choose a matrix view that includes a class list.

View the school's address, phone number, fax number, and a map of the facilities.

Parents can modify their name, email, username, and password, or add students to their account



PowerSchool

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