PowerSchool Parent Portal Setup Guide

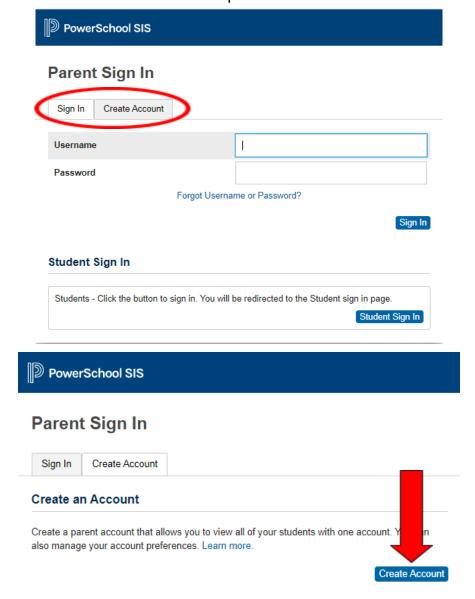
Step 1: Access BCSS PowerSchool Site

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/

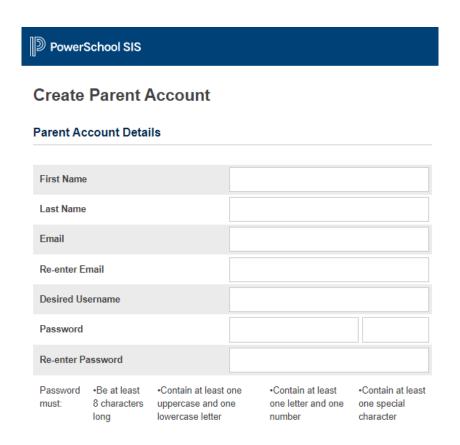
Step 2: Sign In or Account Creation

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. !@%)

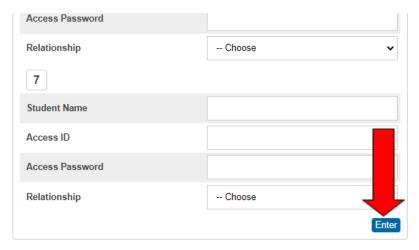


Step 4: Link Students to Account

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.

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	Choose 🗸
2	
Student Name	



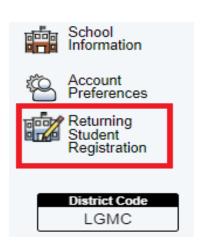
If you get a red error message, read the message carefully and make the necessary changes. Your password may not meet the password rules, your student access id or password could be incorrect, or was not entered exactly as provided. Passwords are case sensitive.

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

