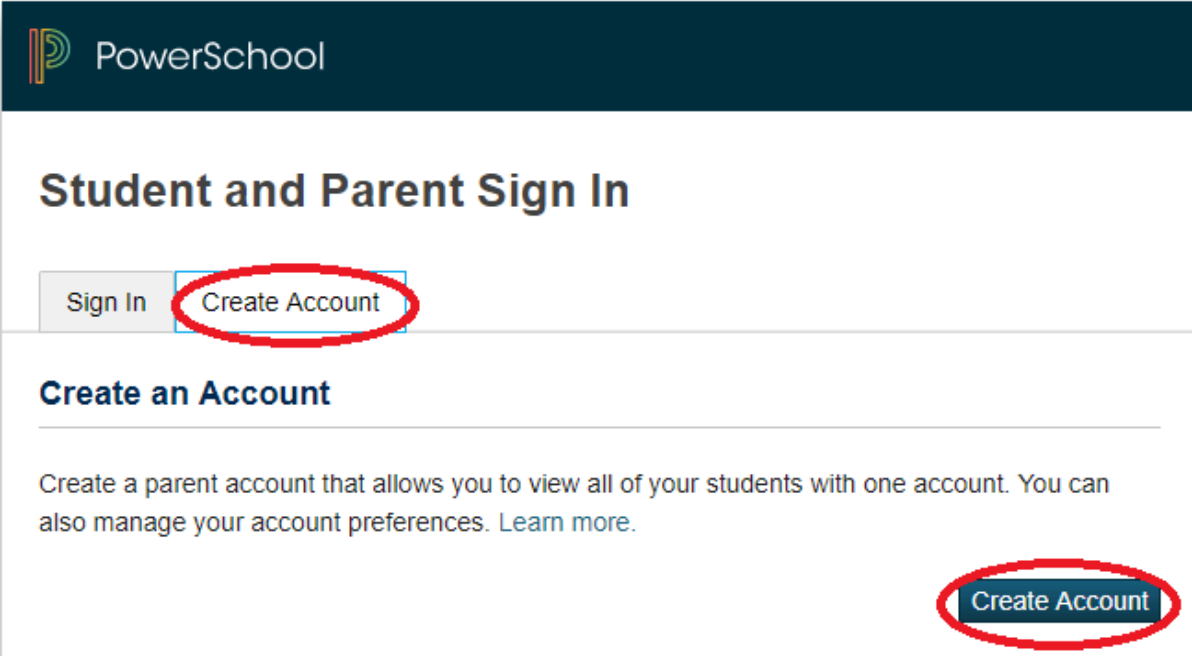


Getting started with Unified Classroom and PowerSchool for Parents


Hello Wildcat parents, and welcome to a new school year. This guide will help you get your PowerSchool Unified Classroom account setup.

Step 1: The first step to setting up your powerschool access will be creating your PowerSchool SIS account and linking your students. To get started with this you will need to visit <https://theacademyk12.powerschool.com/public/home.html> and then click the creat account tab and then the create account button.



The screenshot shows the PowerSchool login page. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". The "Create Account" button is circled in red. Below the buttons is a section titled "Create an Account" with a horizontal line. The text below the line says: "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.](#)". At the bottom right of the section is a dark blue button with the text "Create Account", which is also circled in red.

Step 2: This will bring you to the following screen where you can enter your personal details and your student's account information that was provided to you during check-in.

 PowerSchool

Create Parent Account

Parent Account Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Password must: •Be at least 7 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

1

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	<input type="text"/>

Your students Access ID and Access Password were provided to you during check-in on the PowerSchool access letter as shown below.

Academy of Charter Schools-Elem
11800 Lowell Blvd
Westminster, CO 80031



Student Name: Lastname, Firstname
Student Grade: 3

Dear parents:

With this portal, you will only need one account to access grades and other information for each of your students. Even if they are in different grade levels. You will, however, need this letter for each of your students with each of their access codes and passwords. Please follow the steps below to access your student's information:

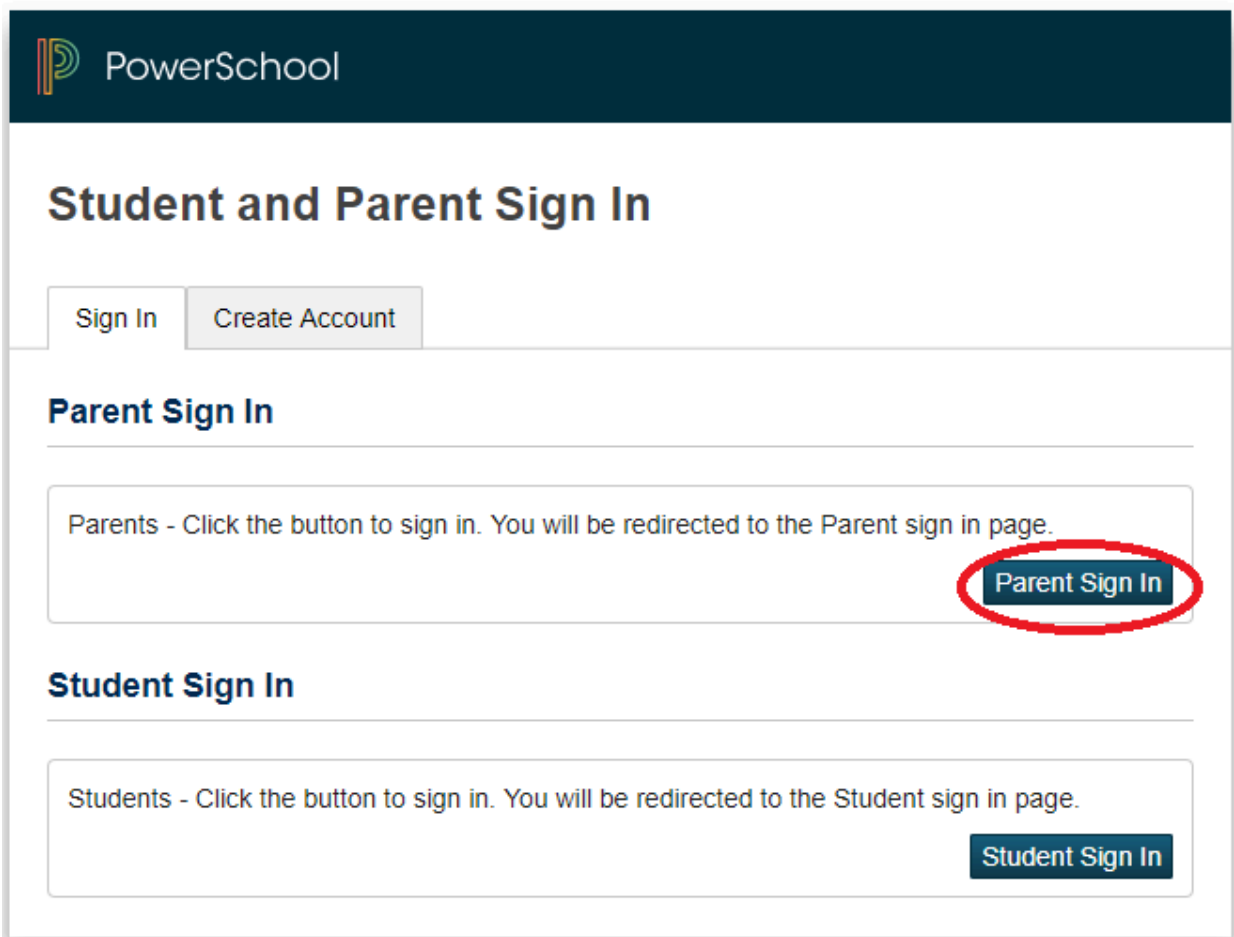
1. Go to <https://theacademyk12.powerschool.com>
2. Click on **Create Account**
3. Fill in the required fields with your parent information.
4. Use the specific information provided below for your student. This information will be entered under "Link Students to Account". You can link multiple students here.
5. Click Enter.
6. Use the username and password you created for yourself to access your student's information. (This letter can be used twice for multiple parent/guardian accounts).

Your student's access ID is: XXXXX
Your student's temporary password: XXXXX

Step 3: When you are finished entering the requested information you will click the blue “Enter” button at the bottom of the page.

A screenshot of a web form. It features a large, empty rectangular input field. At the bottom right corner of this field is a small, dark blue button with the word "Enter" written in white text.

Step 4: After clicking enter you will be brought back to the PowerSchool SIS sign in page. Click the blue “Parent Sign In” button.

A screenshot of the PowerSchool "Student and Parent Sign In" page. The page has a dark blue header with the PowerSchool logo and name. Below the header, the title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" (active) and "Create Account". Under the "Sign In" tab, there are two sections. The first section is titled "Parent Sign In" and contains a text box with the instruction "Parents - Click the button to sign in. You will be redirected to the Parent sign in page." and a blue button labeled "Parent Sign In" which is circled in red. The second section is titled "Student Sign In" and contains a text box with the instruction "Students - Click the button to sign in. You will be redirected to the Student sign in page." and a blue button labeled "Student Sign In".

Step 5: This will bring you to Unified Classroom sign in page. Here you will need to click on the “Create PowerSchool ID” button. **THIS IS THE STEP EVERYONE MISSES!!!!!!**

Welcome to Unified Classroom!

Sign in to Unified Classroom with your PowerSchool ID.

PowerSchool ID

Password

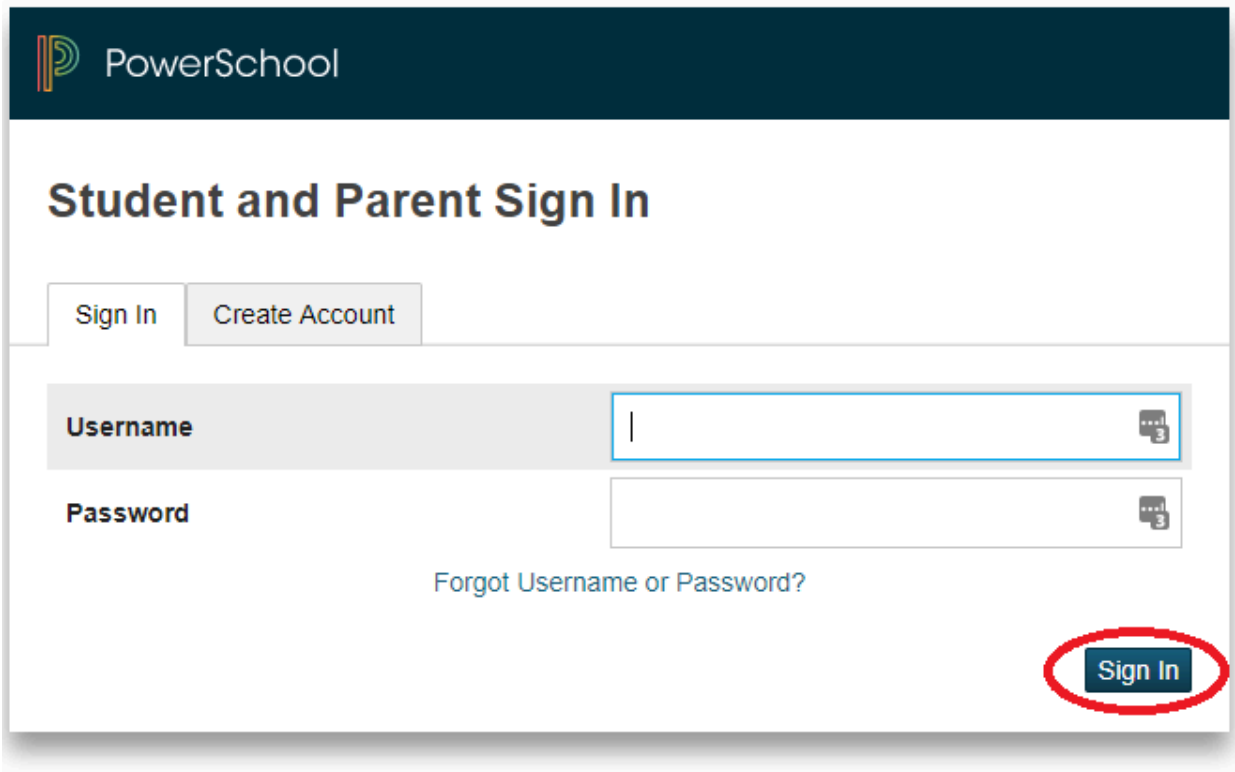
Sign In

Don't have a PowerSchool ID yet?

Start the process of creating a PowerSchool ID using the button below and signing in with your PowerSchool SIS username and password.

Create PowerSchool ID

Step 6: This will bring you to the PowerSchool Sign in page where you will enter your Username and Password that you created above and then click the blue “Sign in” button.



The image shows the PowerSchool login interface. At the top is a dark blue header with the PowerSchool logo. Below this is a white section titled "Student and Parent Sign In". There are two tabs: "Sign In" (active) and "Create Account". The login form consists of two input fields: "Username" and "Password". Each field has a small icon of a speech bubble with the number 3 in the bottom right corner. Below the password field is a link that says "Forgot Username or Password?". In the bottom right corner of the form, there is a blue "Sign In" button, which is circled in red.

PowerSchool

Student and Parent Sign In

Sign In Create Account

Username

Password

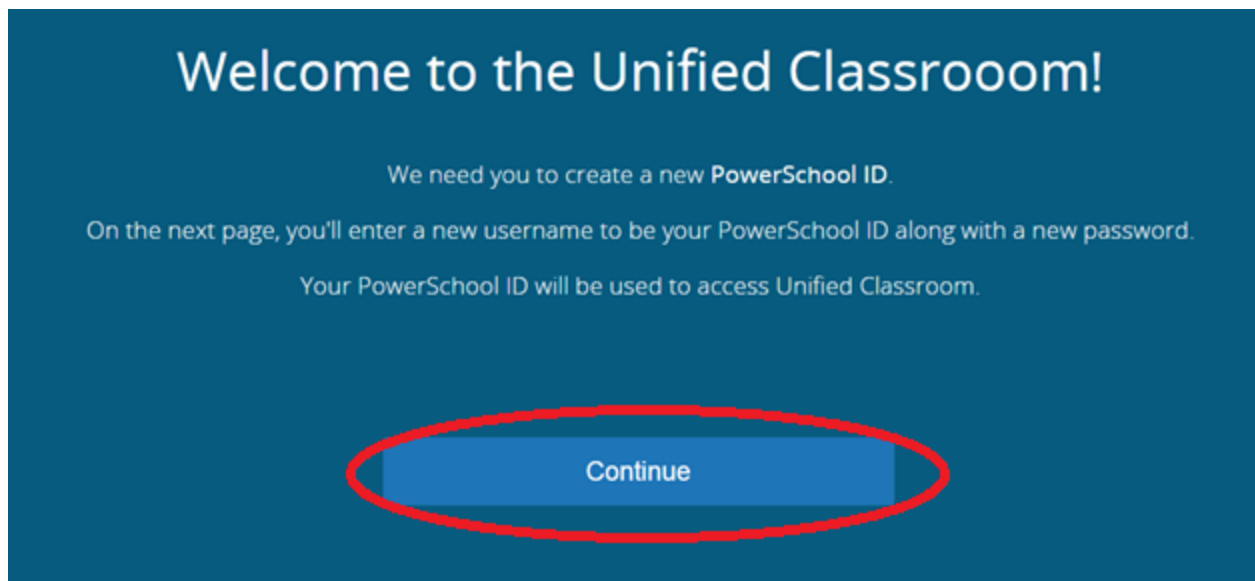
[Forgot Username or Password?](#)

Sign In

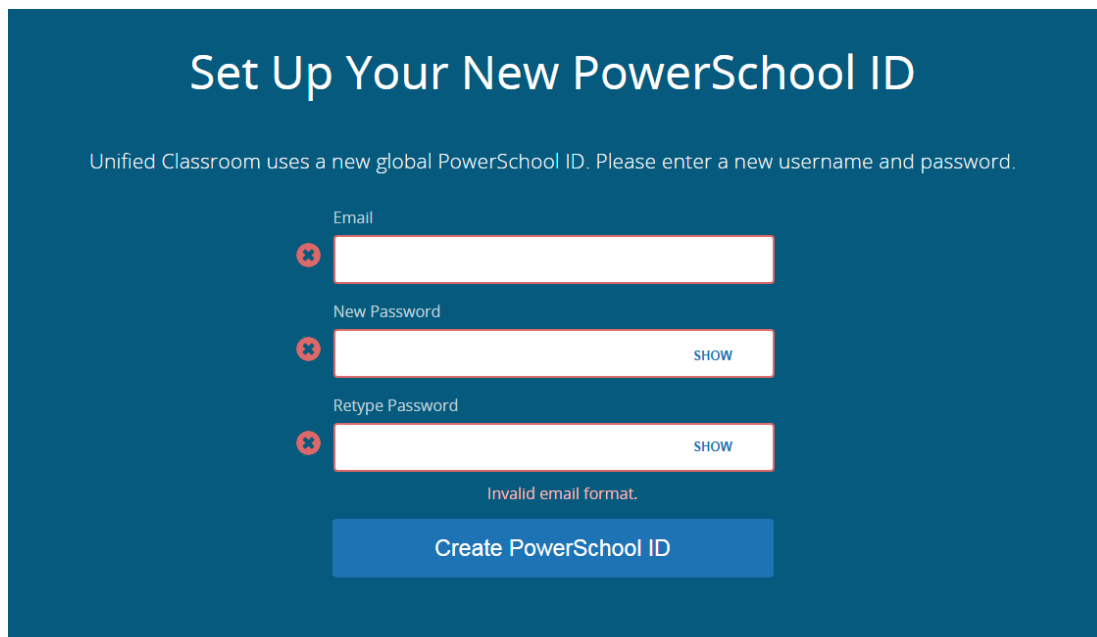
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Step 7: This will bring you to “Welcome to the Unified Classroom” page where you will click the blue “Continue” button.

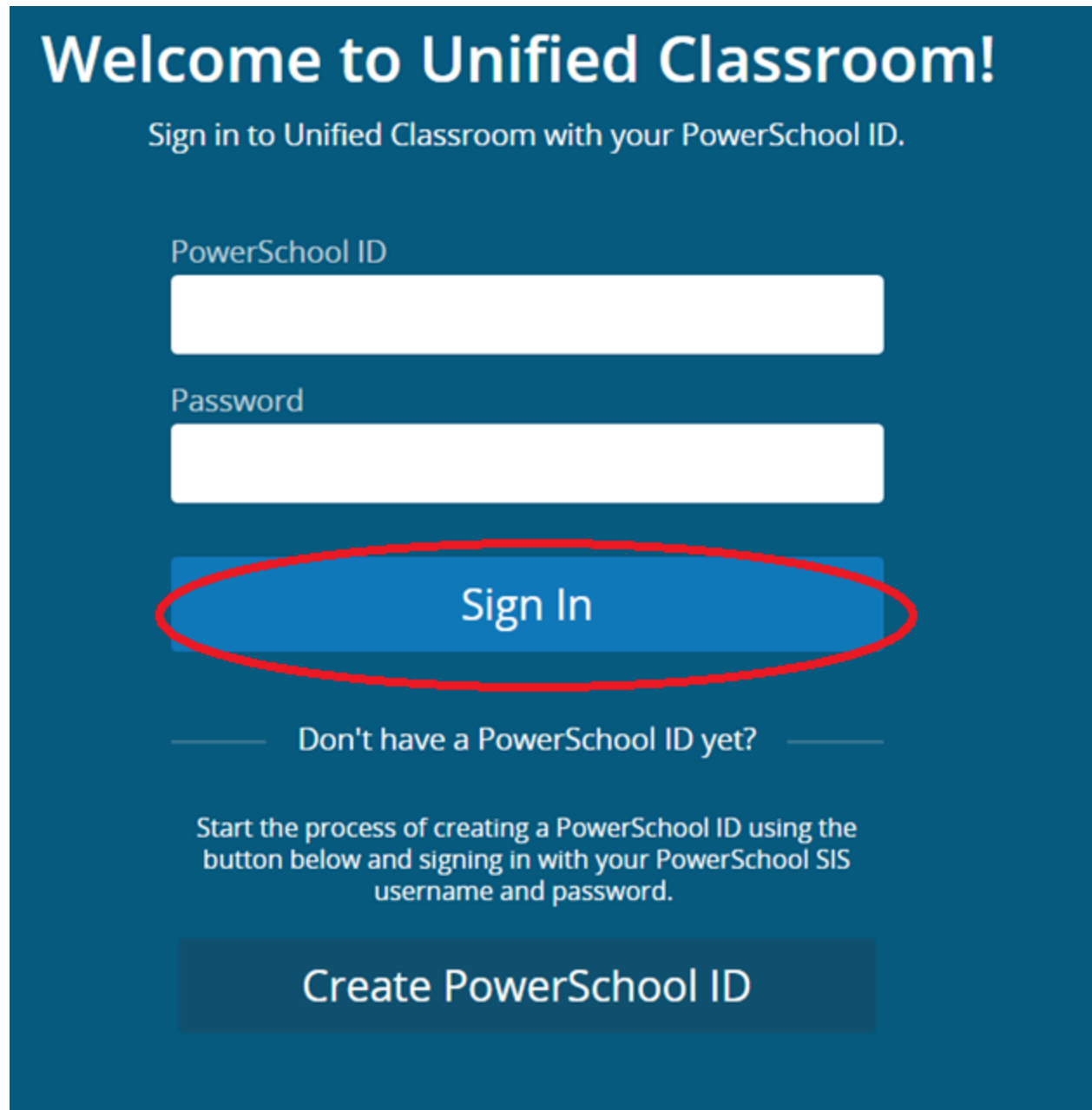


Step 8: After clicking continue, you will be brought to the following screen where you will enter your email address and a password to create your new PowerSchool ID. Note: your Powerschool ID will be your email address. After entering your Email address and password you will click the blue “Create PowerSchool ID” Button. **Note: sometimes you will need to click the button multiple times before it will create your account and continue to the next page.**



Step 9: Once your account has been created to will see the screen below where you will click the blue "Continue to Unified classroom Sign In" button

This will bring you back to the Unified Classroom Sign In page where you will Sign In with your PowerSchool ID (which is your Email address unless you have previously changed it) and password that you just set up.

The image shows a login page for 'Unified Classroom' with a dark blue background. At the top, the text 'Welcome to Unified Classroom!' is displayed in large white font, followed by 'Sign in to Unified Classroom with your PowerSchool ID.' in a smaller white font. Below this, there are two white input fields: the first is labeled 'PowerSchool ID' and the second is labeled 'Password'. A blue button with the text 'Sign In' in white is positioned below the password field and is circled with a red hand-drawn oval. Underneath the button, the text 'Don't have a PowerSchool ID yet?' is centered, flanked by horizontal lines. At the bottom, there is a dark blue button with the text 'Create PowerSchool ID' in white. A paragraph of text is located above this bottom button, explaining the process of creating a PowerSchool ID.

Welcome to Unified Classroom!

Sign in to Unified Classroom with your PowerSchool ID.

PowerSchool ID

Password

Sign In

Don't have a PowerSchool ID yet?

Start the process of creating a PowerSchool ID using the button below and signing in with your PowerSchool SIS username and password.

Create PowerSchool ID

Step 10: After clicking “Sign In” you will be brought to the parent dashboard as a seen below. In the Unified Classroom dashboard you can see the “Student and Class” picker (Highlighted in red). Below that you can see your students Calendar. To the right of the calendar section is your student's Upcoming Assignments. On the next level you can see your student’s “Class Overview” which displays their current classes and grade information.

The screenshot shows the Unified Classroom dashboard. At the top, there is a 'Dashboard' header and a 'Student Name' dropdown menu (highlighted with a red circle and the number 1). Below this is a 'Calendar' section for Wednesday, August 16, 2017, with tabs for Events, Assignments, and Personal Reminder. To the right is a table of 'Upcoming Assignments' with columns for Category, Name, Due, Flags, and Score. Below the calendar is a 'Class Overview' section listing seven classes: American Literature, US History, Summit, Spanish IV, Chamber Singers, Trigonometry and Pre-Calculus Honors, and Advanced Theater Arts. On the right side, there are sections for 'Recent Assignments' (showing 'No assignments in the given selection') and 'Activity Feed' (showing 'No messages').

If you click on the “Student and Class” picker you will be able to choose a specific class for your student or you can select all classes. If you have multiple students attending The Academy you can also click your student’s name and choose your other students here.

This screenshot shows the dropdown menu for the 'Student and Class' picker. It displays a grid of class options for Semester 1, 2017-2018. The options include '7 Class All Classes', 'Period 1 (Reg. W) American Literature', 'Period 2 (Reg. D) US History', 'Period 3 (Reg. W) Summit', 'Period 4 (Reg. D) Spanish IV', 'Period 5 (Reg. W) Chamber Singers', 'Period 6 (Reg. D) Trigonometry and Pre-Calculus Honors', and 'Period 7 (Reg. W) Advanced Theater Arts'. Each option is represented by a colored tile with a class icon and the period/registration information.

Another useful item of note will be the “Quick Links” Menu on the left side of the screen. Clicking this will allow you to access more detailed information from PowerSchool system.

This screenshot shows the Unified Classroom dashboard with the 'Quick Links' menu highlighted on the left side. The menu includes options for Communication, Class Pages, Progress, Calendar, and Quick Links. The 'Quick Links' section is expanded, showing a grid of links to various PowerSchool features: Portal Login Page, Main Portal Page, Current Grades and Attendance, Grade History, Teacher Comments, My Schedule, Attendance History, School Bulletin, School Information, and Class Registration.