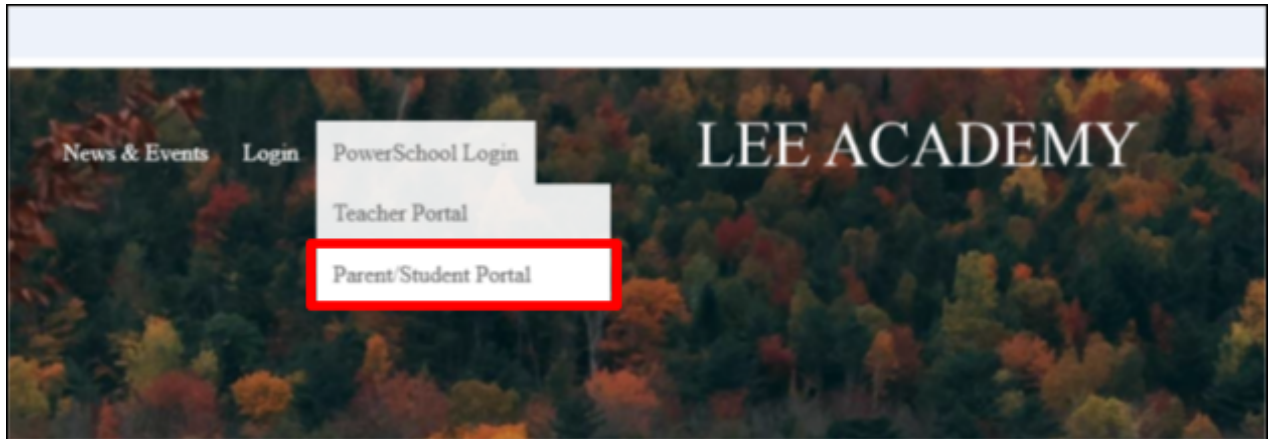
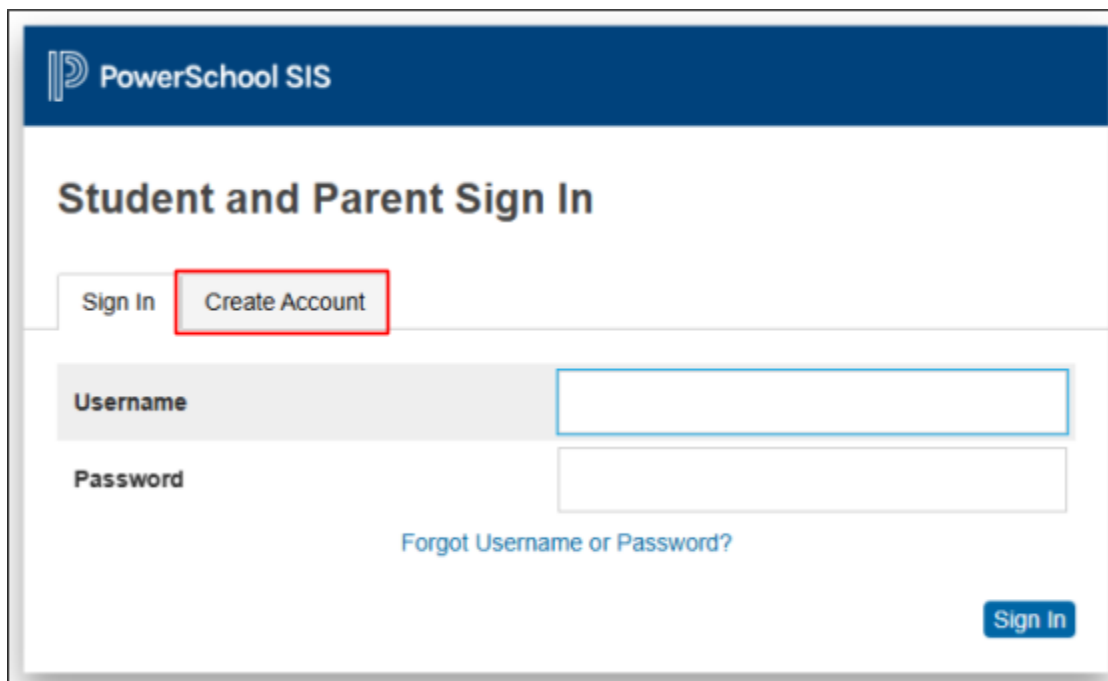


How To Create a Parent Account in PowerSchool

1. Head to leeacademy.org, and select the **ParentStudent Portal** under **PowerSchool Login**.



2. Once you arrive at the portal, select the **Create Account** tab.

A screenshot of the PowerSchool SIS "Student and Parent Sign In" page. The page has a blue header with the "PowerSchool SIS" logo. Below the header, the title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" and "Create Account". The "Create Account" tab is highlighted with a red rectangular box. Below the tabs are two input fields labeled "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A blue "Sign In" button is positioned in the bottom right corner.

- Begin by entering in your information and creating your account username and password.

The screenshot shows the 'Create Parent Account' form in the PowerSchool SIS system. The form is titled 'Create Parent Account' and has a sub-header 'Parent Account Details'. It contains several input fields for user information: First Name (Parent), Last Name (Student), Email (parentstudent@gmail.com), Re-enter Email (parentstudent@gmail.com), Desired Username (newsparent), Password (masked with dots), and Re-enter Password (masked with dots). A green 'Strong' indicator is visible next to the password field. At the bottom, there are instructions for password requirements: 'Password must: •Be at least 8 characters long •Not be a well known password'.

- Then, using the “**Your Confidential ID**” and “**Your Password**” information from the parent letter you received, enter in the first and last name of your student followed by your confidential ID and password. You can add multiple students at the same time.

This block contains two screenshots. On the left is a parent letter from the school district, dated 4/4/20, titled 'To the Parent/Guardian of New Student'. It explains the technology used to provide access to student records and mentions a 'Your Confidential ID is: 12345' and 'Your Password is: 12345'. On the right is the 'Link Students to Account' form. The form has a title 'Link Students to Account' and a sub-header 'Enter the Access ID and Access Password for each student you wish to add to your Parent Account'. It features a table with columns for 'Student Name', 'Access ID', and 'Access Password'. The first row is for a 'New Student' with 'Access ID' 'Stude' and 'Access Password' '12345'. The form also includes a '1' in a box next to the 'Student Name' field.