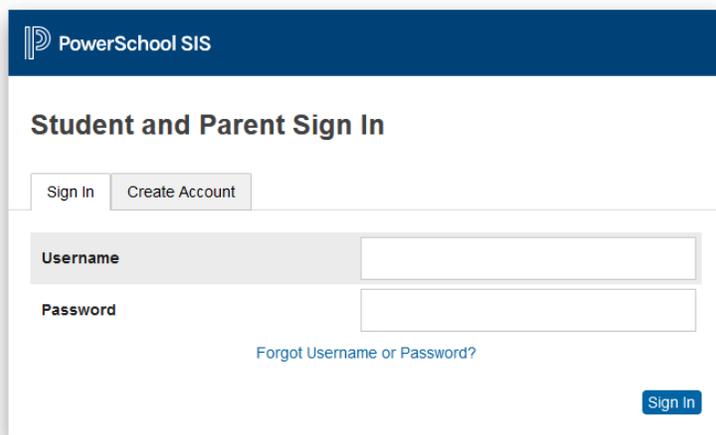


West Clermont PowerSchool Parent Portal Account Creation Directions

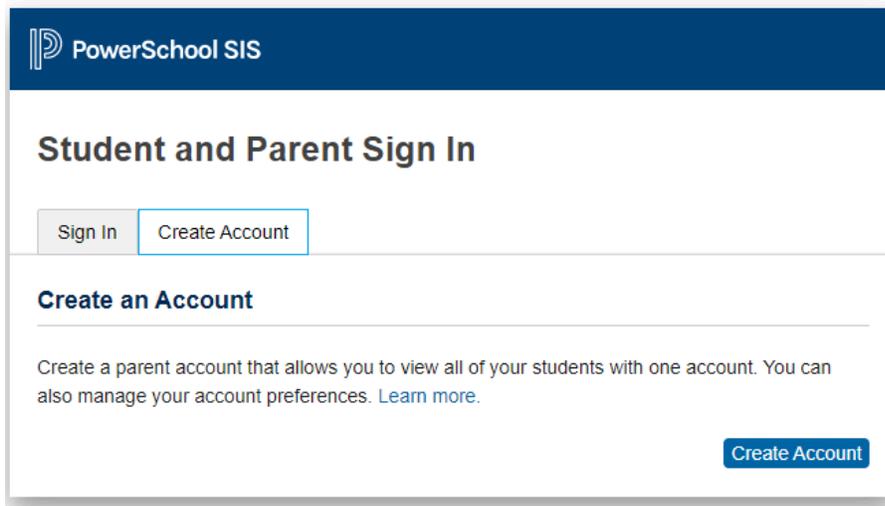
1. Open your web browser (There are known issues with Internet Explorer so try to use a different browser like Chrome, Safari, Firefox, Edge, etc...)
2. Go to the West Clermont PowerSchool Student/Parent Portal Page @ <https://westclermont.powerschool.com>



The screenshot shows the PowerSchool SIS login page. At the top left is the PowerSchool SIS logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". Below the tabs are two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot Username or Password?". At the bottom right is a "Sign In" button.

Copyright © 2005-2021 PowerSchool Group LLC and/or its affiliate(s). All rights reserved.
All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.

3. There are two tabs at the top, **Sign In** and **Create Account**
4. Click **Create Account**
 - a. Click Create Account Button



The screenshot shows the PowerSchool SIS "Create an Account" page. At the top left is the PowerSchool SIS logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". Below the tabs is the heading "Create an Account". Below this heading is a paragraph of text: "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 is a "Create Account" button.

5. Complete all fields on the create account page, including username and password of your choice. Pay attention to the password requirements to avoid having issues when you submit. The requirements are:
 - a. At least 8 character long
 - b. At least 1 uppercase letter
 - c. At least 1 lowercase letter
 - d. At least 1 number
 - e. At least 1 special character

PowerSchool SIS

Create Parent Account

Parent Account Details

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

6. Scroll down to the **Link Student Account** Section.
7. Enter your student's first and last name in the Student Name field
8. Enter the 6 digit numeric **AccessID**
9. Enter the 6 digit alpha **Access Password** (ALL CAPS). When you submit your information if you get a message that something is not correct you will have to reenter the Access Password. Other data should remain populated

10. Choose your Relationship from the drop down menu

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

-- Choose



11. If you have multiple students within West Clermont School District, you may enter them in the next student section

- a. Each student you enter will have a different Access ID and Password

2

Student Name

Access ID

Access Password

Relationship

-- Choose



3

Student Name

Access ID

Access Password

Relationship

-- Choose



4

12. Scroll down to the bottom of the page and click the **Enter** button once finished entering required information for each student

7

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose <input type="button" value="v"/>

**If you need to add another student to your account that you did not add in the previous step you can add them later after you successfully login to your account by clicking on "Account Preferences" and the Student Tab.*

13. A verification email will be sent to the registered email address from powerschool-noreply@my.westcler.org
 - a. If the email does not appear in your email inbox, **please check your SPAM/Junk Folder. If the first link does not work or provides an error message, please resend a new link to yourself. This will eventually send a working link.**
14. Once you have verified your account, log in with the username and password you created
15. After a successful log in, linked student names will appear across the top in the header. Click the name of the student in order to access student specific information

James

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Schedule
- School Information
- Account Preferences

District Code: KNQH

Download on the App Store

GET IT ON Google play

Grades and Attendance: Stahl, James Joshua

Grades and Attendance

Attendance By Class								
Exp	Course	Q1	Q2	S1	Q3	E2	Q4	S2
Show dropped classes also								

Legend

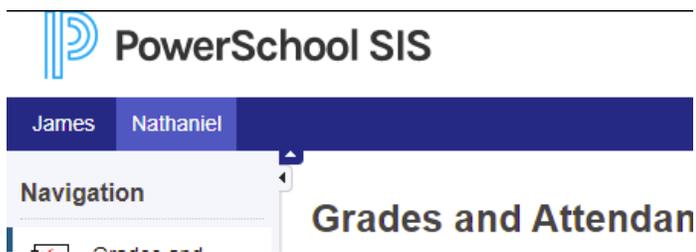
Attendance Codes: Blank=Present | Ua=Unexcused Absent | EA=Excused Absent | UT=Unexcused Tardy | ET=Excused Tardy | FT=Field Trip | MD=Medical | ISS=In School Suspension | OSS=Out of School Suspension |
Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to Improve | U=Unsatisfactory |

Most of the fields are intentionally disabled at this time. Links will be activated as we get closer to the beginning of the school year.

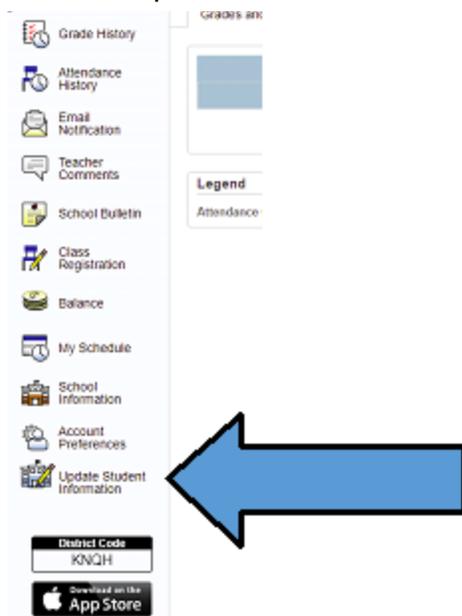
Update Student Information Process

All students registered in previous years or before 8/1/21 must complete the following “Update Student Information Process.” If a student is registered after 8/1/21, caregivers may disregard this process.

1. Log in to the PowerSchool Parent Portal (<https://westclermont.powerschool.com>)
2. If you have multiple students in the district make sure you have selected the correct one in the upper left hand corner below the PowerSchool SIS logo



3. Click on “Update Student Information” on the bottom left part of the screen



After clicking “Update Student Information” you will be taken to our registration 2021-22 page. This page is the same as it has been in years past. To get started do the following:

1. Enter your students DOB

- If you have already filled out a student registration for 2021-22 for another student that is linked to this student it will ask if you want to move pertinent information to save time.
- Next you will see the screen below. Go through each form filling out all fields

Registration 2021-2022
(Nathaniel)

Introduction

Form

Student

Contacts

Priority

Siblings

Medical

Prescriptions

Transportation

Agreements

Electronic Signature

Summary

Introduction

Online Registration

Welcome to West Clermont Local School District Registration. Please follow the steps below to continue.

- Click "Next" on this page, and enter the information requested by the online forms.
Note: Required fields are marked with a red asterisk, and West Clermont Local School District will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.
- On the "Review & Submit" page, check your data before submitting.
- Click "Submit!"
On the submission confirmation page you will have the opportunity to print out a copy of your registration to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation.

Registration for Additional Students

A Registration form must be submitted for each student in your family. Once you have successfully submitted one Registration, you will have the opportunity to begin another from the "Confirmation" page.

- On the contacts form please accurately fill in the relationship field as this is used to determine who gets updates from the district.
- Also on the contacts page remove any contacts that are no longer valid. Also delete doctors and dentists from the contact forms as those now need to be entered in the Medical form. To delete a contact click the "Remove Contact" button at the top of each contact listed.

Contact 2

Remove Contact

- The priority form is very important. List the primary contact with 1 as the priority. When we send district communications the 1st contact listed will always be included regardless of relationship or any other field.

7. Once you complete everything there will be a summary page. If you see anything in red that means a required field was not completed. Simply click on the red number and it will take you to the form that needs to be looked at.

Summary

We found some missing or incorrect information on the following pages.

PAGE	STATUS
Student	
Contacts	
Priority	
Siblings	

8. Look for red marks on the form to identify what you need to fix.

Student Contact Information

Status of Natural Parents required

Married

Is the student under the care of Foster parents or a non-parental guardian? required

No

Is either parent an active member of the Armed Forces or the National Guard? required

- Select -

9. Once everything is good on the summary screen click submit

Summary

No issues found. You may now submit the form.

PAGE	STATUS
Student	✓
Contacts	✓
Priority	✓
Siblings	✓
Medical	✓
Prescriptions	✓
Transportation	✓
Agreements	✓
Electronic Signature	✓

© 2008-2021 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliate(s).

[Previous](#) [Submit](#)

For additional students, please go back to the start page on your PowerSchool Parent Account and click on the next student tab to complete their registration and follow the steps above, starting with 'Updated Student information.'

The screenshot shows the PowerSchool SIS interface. At the top, there is a navigation bar with the PowerSchool SIS logo and the name 'James Nathaniel'. Below this is a 'Navigation' menu with various options. A blue arrow points to the 'Update Student Information' option in the menu. The main content area shows 'Grades and Attendance' information, including a 'Legend' section with 'Attendance' listed.

4.

Additional Note:

PowerSchool has a mobile app for PowerSchool Parents Portal.

Get information at your fingertips at any time!

The district code for West Clermont is: **PRMG**

