



Mt. Lebanon School District
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Parent/Guardian Dashboard Accounts

Frequently Asked Questions

What is the PowerSchool Portal / Dashboard?

The PowerSchool Portal is an efficient and all-inclusive package that facilitates enhanced communication between Families, Teachers, and Students. This application allows students and parents to email teachers, view class schedules, access third-party material used within the district, check grades and attendance, and much more, all in real time.

I need a Parent/Guardian LeboID to access PowerSchool, how do I get one?

To obtain a Parent/Guardian LeboID, one must be created for you at the School Building level. [Contact a Building Representative](#) to get an account created. You will need to supply the following:

- First Name
- Last Name
- Email Address

The day after this information is entered into PowerSchool by your [Building Representative](#), a welcome email will be sent to you at the email address you provided. Follow the directions in the email to do a first-time setup of your account.

I don't know my LeboID Username and/or Password, what do I do?

Your [Building Representative](#) can help you remember your LeboID. You can click "Help, I forgot my password" under the blue Sign In button at <https://Lebo.ID>.

Can Aunts, Uncles, or other guardians have LeboID accounts created to get up-to-date grades and attendance information for my children?

Yes. Additional guardian LeboID and PowerSchool Portal accounts can be created by any School Office for access to student data. If you would like additional accounts created, contact your [Building Representative](#).

How do I change the email addresses on file for me?

Email addresses can be entered or changed through the Account Preferences icon, followed by the Email Addresses tab and by clicking on the link for “Please Click Here to Edit Your Emails”. You have the ability to add up to five email addresses, but the first two will be linked as the primary email addresses. Also, email addresses can be entered or changed by contacting the [Building Office](#) of the school your child attends. District email communication is sent to the first two email addresses on file.

How do I change my Dashboard username?

A Dashboard username can be changed by clicking the Account Preferences icon from within Dashboard, followed by the Guardian Profile tab. Click the button next to the Username text area to edit the current username. Dashboard usernames can also be changed by contacting the [Building Office](#) of the school your child attends. Additionally, your Dashboard password can be updated in the same manner. Follow the above steps, but click on the icon next to the Password text area to update your current password. Dashboard passwords can also be changed by contacting the [Building Office](#); however, you will be required to update your password upon login if changed at the Administrative level.

How do I email the teachers my child has in class?

A link in the left hand navigation menu of the Dashboard labeled “Email Teachers” provides guardians with the ability to email one or all teachers of the currently selected student. Click an **Email (Teacher)** link or the **Email all current teachers link** and a pop-up message box will appear – fill in the Body of the message and click send. You may also add additional email addresses to the To line.

Where are my child’s grades posted?

****Current Grades are only available to Secondary Students/Parents.**

Student grades for the current year are shown via the Current Grades and Attendance icon. Detailed information about each grade is accessible by clicking on the current grade for the corresponding class and corresponding term.