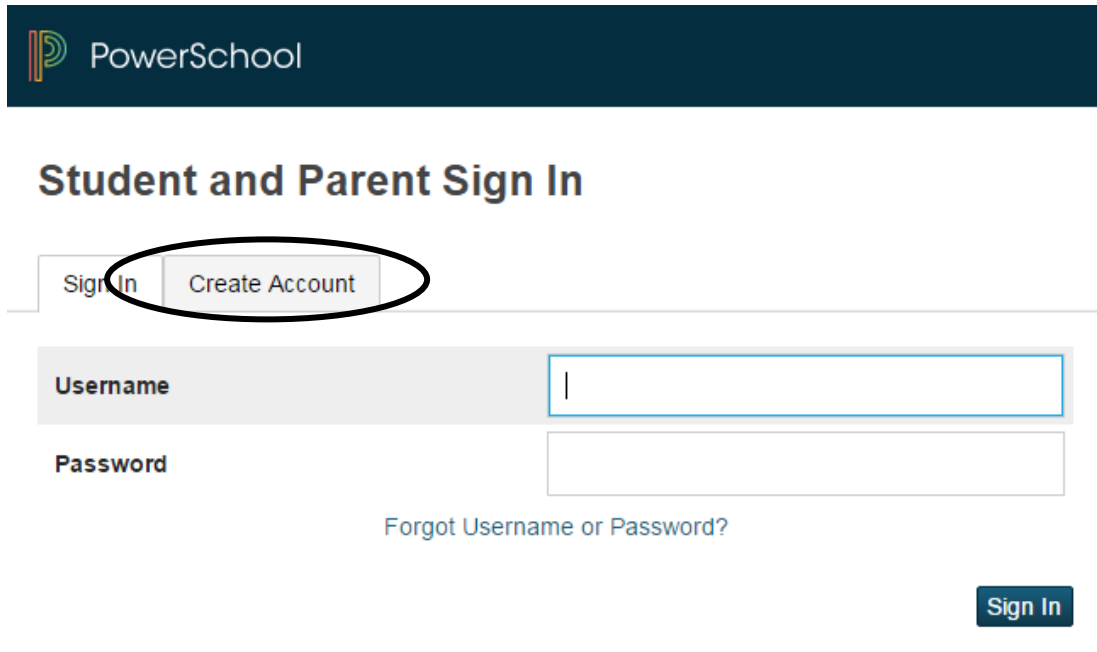


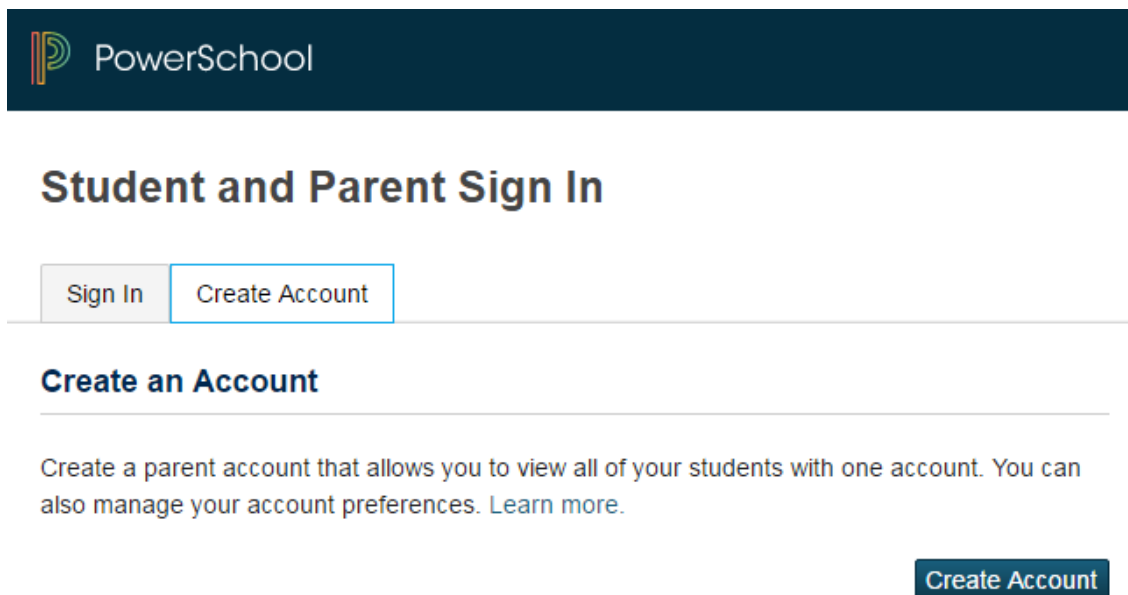
# PowerSchool Parent Instructions

From your internet browser, go to PowerSchool: <https://www.dupage88.net/ps>



The screenshot shows the PowerSchool login page. At the top left 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 black. Below the buttons 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.

To create an account click on the “Create Account” button (circled above).



The screenshot shows the PowerSchool "Create an Account" page. At the top left 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 highlighted with a blue border. Below the buttons 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.

## 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"/> <input type="password"/>
Re-enter Password	<input type="password"/>
Password must: <span style="float: right;">•Be at least 5 characters long</span>	

### 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	-- Choose --

To create a parent/guardian account, you will need your student(s) Access ID and Access password located in the Open House letter. You will need to enter the following information:

**Name** – Parent/Guardian first and last name

**Email** – Student notifications and correspondence related to your parent/guardian account will be sent to this email.











**Desired Username** – Your username is your unique PowerSchool identity.

**Password** – Your password must be at least 5 characters long.

**Student Access Information** – Information for a minimum of one student. This includes the **Access ID and Access Password** for each student and your relationship to the student. **The Access ID is case sensitive.** After you have created the account and added your child(ren), click Enter. You then will be directed back to a login screen, where you will use your new login and password that you just created.

After logging in, you will see the main screen. Across the top, you will see a tab for your child(ren). On the left navigation bar, there are links to several screens providing information about current class schedules, grades, attendance, email notification and the school bulletin.

### Navigation

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

Clicking on the **Account Preferences** tab in the left navigation bar brings you to an Account Preferences - Profile screen. Here you can change your email, username or password.

Selecting the **Students tab** from the Account Preferences screen takes you to a screen where you can add additional children to your account. You will need to know the original **Access ID and Access Password** for each student. This information will be emailed to you prior to Open House and will be included in the Open House mailing. It can also be acquired from the school's main office. Addison Trail High School's main office number is 630-628-3300. Willowbrook High School's main office number is 630-530-3400