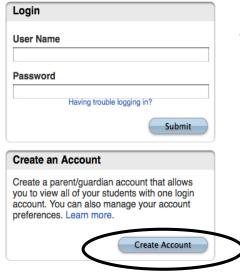
PowerSchool Single Sign-On Instructions

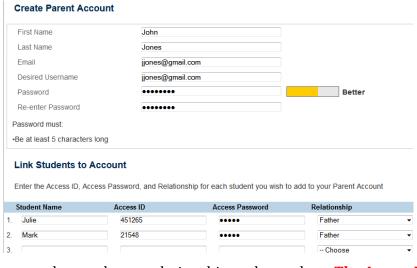
From your internet browser, go to PowerSchool: https://www.dupage88.net/ps

PowerSchool



First you will need to create an account by clicking on the "Create Account" button (circled below).

To create a parent/guardian account, you will need your student(s) Access ID and Access password. Access IDs and passwords will be available during registration. If you do not receive the Access information during registration, it will be mailed home. You will need to enter the following information:



Name – Your first and last name
Email – Student notifications and
correspondence related to your
parent/guardian account will be sent to this
email.

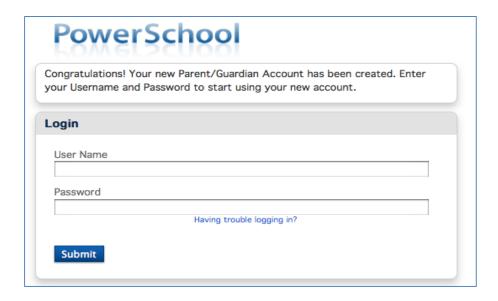
Desired Username – Your username is your unique PowerSchool identity.

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

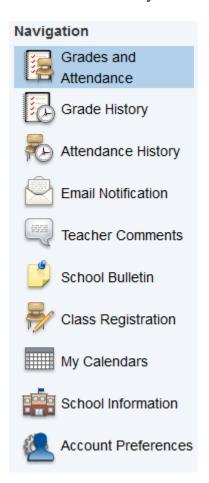
Student Access Information – Information for a minimum of one student. This includes the *Access ID and Access Password* for each

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. (See below)

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.



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. Once again, you will need to know the original *Access ID and Access Password* for each student. This information can 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.