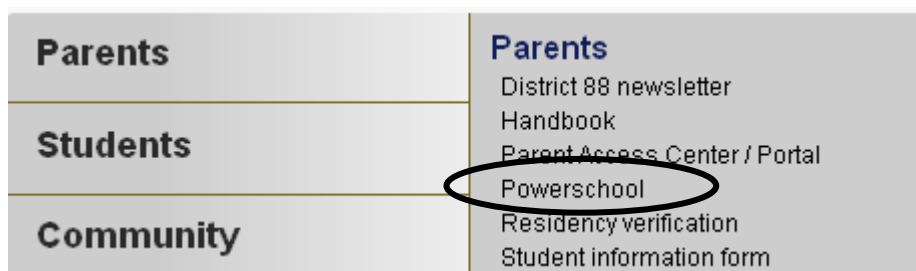


PowerSchool Single Sign-On Instructions

From your internet browser go to PowerSchool: <https://powerschool.dupage88.net/public/>



Located in the lower left corner of the school's website.

Your previous user name and password will not work in the top portion of the log-in.

A screenshot of the PowerSchool login and account creation page. The page has a blue 'PowerSchool' logo at the top. Below the logo, there are two main sections. The first section is titled 'Login' and contains fields for 'User Name' and 'Password', a 'Submit' button, and a link that says 'Having trouble logging in?'. The second section is titled 'Create an Account' and contains text explaining the benefits of creating an account, a link that says 'Learn more.', and a 'Create Account' button. The 'Create Account' button is circled with a black oval.

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 ID's and passwords will be available during registration. If you do not receive your student(s) access information during registration, it will be mailed home.**

You will need to enter the following information:

Create Parent Account

First Name	<input type="text" value="Susie"/>
Last Name	<input type="text" value="Jones"/>
Email	<input type="text" value="sjones@yahoo.com"/>
Desired Username	<input type="text" value="sjones"/>
Password	<input type="password" value="....."/> Strong
Re-enter Password	<input type="password" value="....."/>

Password must:
•Be at least 6 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

Student Name	Access ID	Access Password	Relationship
1. <input type="text" value="Tina Jones"/>	<input type="text" value="Jon112"/>	<input type="password" value="...."/>	<input type="text" value="Daughter"/>
2. <input type="text" value="Jimmy Jones"/>	<input type="text" value="Jon587"/>	<input type="password" value="...."/>	<input type="text" value="Son"/>
3. <input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose --"/>

Name – Your first and last name

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

Desired User Name – Your user name is your unique PowerSchool identity

Password – Your password must be at least 6 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.** Once 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)

PowerSchool

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

Login

User Name

Password

[Having trouble logging in?](#)

Submit

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 school bulletin.

Clicking on **Account Preferences** tab in the left navigation bar brings you to an Account Preferences - Profile screen. Here you can change your email, user name, 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 that 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 can be reached at 630-530-3400.