



How to Use the PPS Parent Portal

How do I log into Parent Portal?

You must first create your account. Open your web browser to: portsmouth.powerschool.com/public. Click Create Account. Fill out the form including all requested information. Use the Access ID and Access Password found on the Parent Portal Letter you were mailed - they will link your student(s) to your account. **The Username you choose must not contain spaces or special characters.** Make sure to use a valid email address as it will be used to verify your account and can help you retrieve your username or password should you forget them. Once your account is created, check your email and click the link in the email to verify your account. You will then be able to login with the username and password you created.

Note: The username you choose must not contain spaces or special characters.

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	My Student's Full Name
Access ID	Access ID from Parent Portal Letter
Access Password	
Relationship	Mother
2	
Student Name	
Access ID	

What will I see when I log into the Parent Portal?

When you first login, you will see the Grade Summary page below. This page displays the Grades and Attendance Summary, you may need to click the tab for information to display. Clicking on a specific grade or attendance entry will show more detailed information.

PowerSchool SIS

Navigation: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, My Schedule

Grades and Attendance: Standards Grades

Grades and Attendance:

Exp	Last Week					This Week					Course
	M	T	W	H	F	M	T	W	H	F	

Legend

Attendance Codes: Blank=Present | EX=Excused Absence | UX=Unexcused Absence | TE=Tardy Excused | TU=Tardy Unexcused
School Suspension | HMB=Homebound

Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory

How do I receive email notifications regarding my student's grades and attendance?

Select Email Notification in the navigation panel. Click on the check boxes to indicate what information you would like to receive. Select "How Often" you would like to receive the notifications. Make all other applicable selections and click Submit.

Email Notifications:

Contact Information

Account Email

What Information Would You Like to Receive?

Summary of Current Grades and Attendance

Detail Report Showing Assignment Scores for Each Class

Detail Report of Attendance

School Announcements

How do I verify my contact information?

From the navigation menu, select Student Data Verification. Here you will be able to review and confirm the information the school has on file. If needed, you will be able update your address, email and other contact information to submit to the school digitally. You will first be prompted to enter your student's birth date, once entered you will be navigated to the review and update form.

Date of Birth Authentication

In order to better protect your privacy, we ask that you provide some additional information.

Date of Birth for
The date of birth must be in MM/DD/YYYY format.

Student Data Verification 2020-2021 (Tamià)

- Introduction
- Form
 - Student
 - Family
 - Emergency
 - Medical
 - Signature
- Summary

Introduction

Student Data Verification

Welcome to Portsmouth Public Schools's Student Data Verification. Please follow the steps below:

1. Click "Next " on this page, and enter the information requested by the online forms. The online registration verification allows parents/guardians the opportunity to review and update information recorded for each returning student including addresses, phone numbers, emergency contact information. **Changes to this information will be verified by the school and any changes to home address, phone numbers, or emergency contact information will require necessary proof of residency be provided to the school.** School registrars will contact you if proof of residency is required. Note: Required fields are marked as "Required", and Portsmouth Public Schools will require proof of residency is required. Please be careful of spelling, capitalization, and punctuation.
2. On the "Review & Submit" page, check your data before proceeding.
3. Click "Submit"!
On the submission confirmation page, you will have the opportunity to print a copy of your registration verification to keep for your records. Note: Once the form is electronically submitted, you will receive an email confirmation.

If you have questions, would like clarification or assistance, or will need to provide proof of residency, please feel free to contact the school directly.

I already have an account. How do I add another child?

If you have another child starting school (K-12), you are able to add them to your existing Parent Portal account. Ask for a Parent Portal letter from the school for your child - it will contain the Access ID and Access Password you will need to link the student to your existing account. Under Account Preferences, click the Students tab and then the Add button.

Account Preferences - Students

Profile **Students**

My Students

To add a student to your Parent account, click the ADD button.

Add Student

Student Access Information

Student Name

Access ID

Access Password

Relationship -- Choose

I created an account, but can't log in. What should I do?

On the login page (<https://portsmouth.powerschool.com/public>) click the Forgot Username or Password link and follow the prompts to retrieve the information. If you no longer have access to the email address you used to create your portal account, contact the school - they can assist with updating your email address.

PORTSMOUTH PUBLIC SCHOOLS

PowerSchool SIS

Student and Parent Sign In

Username

Password

Need additional help? Go to: <http://ppsk12.us/parentportalinfo>

For more information, please the Parent Portal webpage: www.ppsk12.us/families/parent_portal