<h1 style="color:red; text-align:center">SCHOOL DISTRICT OF MENOMONEE FALLS</h1>

Online Registration Opens August 1, 2014

**All Families Must Set-Up a Single Sign-On Account to Use the
PowerSchool Parent Portal & to Make Online School Fee Payments
"Pay Online to Avoid Long Lines"**

Dear Parents/Guardians:

Please follow the steps below to set up your new **Parent/Guardian Account** that allows you to view all of your student(s) with one login account. This allows families to view information for each of their students.   **If you created your Parent Account last year Congratulations!**

You are now ready to pay school fees by clicking the **Pay School Fees Online** located on all our school websites under **Families**, **Technology Resources.**

Pay your **PowerSchool** student fees by clicking on the icon here. This is where you enter your <u>Username</u> & <u>Password</u> to begin your payment process to pay for student fees. If you are a parent of students at NMS or MFHS you can click on the Icon for that school to purchase optional products. Athletic fees and Parking Passes require all forms to be filled out and signed before a participation card or parking pass is issued. **All required fees must be paid in full to receive a parking pass and/or yearbook at MFHS and NMS.**

STEP 1   To create the Parent/Guardian Account (first time) you will need the **Access ID and Password** for each student you want to associate to your new parent account. The <u>ID's & Password for each student is located on his/her Fee Invoice.</u> Please note that these PowerSchool (PS) IDs can **no longer** be used to log in to the Parent Portal. **You must create a new Parent/Guardian single sign-on account with a user-name and password designated by you.** <u>You will only need to set up this account one time for your child's duration in our district.</u>   If you no longer have that information, please contact your child's school to obtain the ID and password.

To set up a Single Sign-On Account, click on the link for the PowerSchool Parent Portal in the Family Resources section on the school's website. At the PowerSchool Parent Sign In page, you will see the following screen.

Login

User Name

Password

Having trouble logging in?

Submit

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. Learn more.

Create Account

DO NOT ENTER THE USERNAME AND PASSWORD IN THIS SECTION.

1.   Click the Create Account button

2. The screen below will appear.

2

This is where you will set up access to ALL your children.

- Enter your **first name**.
- Enter your **last name**.
- Enter your **email address** – Note: The email address MUST be unique. If individual Parents/Guardians share the same email address, you should only set up one parent access account.
- User Name (No apostrophes and do not use an email address).
- Password (No apostrophes and it must contain at least six characters).
- Enter the name of each child you wish to view.
- Enter the Guardian PS Portal ID and Password for each child (located on each student fee Invoice) **NOTE: These are case sensitive.**
- Select your relationship to the child.

3. Click Enter when you have finished entering information for each of your school-age children.

4. When this process has been successfully completed, you will receive the following message.

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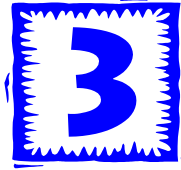
Login

User Name

Password

Having trouble logging in?

What if you forget your login information?

Login

User Name

Password

Having trouble logging in?

Submit

On the login page, click on "Having trouble logging in?"

If you forgot your Password:

- Fill in your User Name
- Fill in your email Address
- Hit Enter

The system will authenticate your information and send a Security Token to the email address you indicated with instructions on how to reset your Password.

It is important to note that the Security Token is only good for 30 minutes. If a Parent/Guardian fails to reset the Password in that allotted time, he/she will need to repeat the process.

If you forgot your User Name:

- Click on the "Forgot User Name" tab
- Enter your email address
- Click on Enter

The system will authenticate your information and send you an email containing your User Name.