

SCHOOL DISTRICT OF MENOMONEE FALLS

Online Registration Opens August 1, 2016

All Families Must Set-Up a Single Sign-On Account to Pay School Fees Online and Access



PowerSchool Student Accounts.

The PowerSchool Student/Parent Portal for NMS & HS Opens August 12, 2016


Students/Parents can view schedules at this time. (NMS students will receive their schedule at registration, HS students will receive their printed schedule in homeroom on the first day of school)

“Pay Online to Avoid the Lines”

Dear Parents/Guardians:

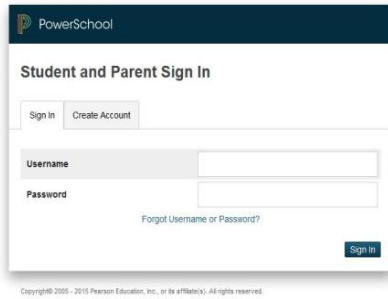
If you created your Parent/Guardian Account Congratulations! You are now ready to pay your school fees on our school website under Families (tab), Technology Resources. Select the [Pay School Fees Online](#)  Pay your [PowerSchool Student Fees](#) by clicking on the icon  here.

Make sure to add additional fees to your shopping cart / click on your schools web store to add your yearbook, activity fee, athletic fee, etc., and Athletic Pass.

Creating your PowerSchool Parent/Guardian Account for the first time allows parents/guardians their desired username and password and have multiple students associated to one login account. You will link each child to your account by adding the Access ID and Access Password that is located on each students invoice. (You will set this up one time for the duration of your child's school years here in our district. You can add additional children at anytime to your account.) You will be able to view your child's/children's schedule, attendance, assignments, grades and more. You will use your Parent/Guardian Account (username and password) to pay your PowerSchool fees and optional/additional fees online using your credit or debit card on our website . If you are a parent of students at NMS or MFHS you can click on the Icon for that school to purchase optional/additional products on the webstore. 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.**

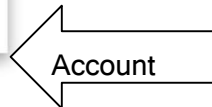
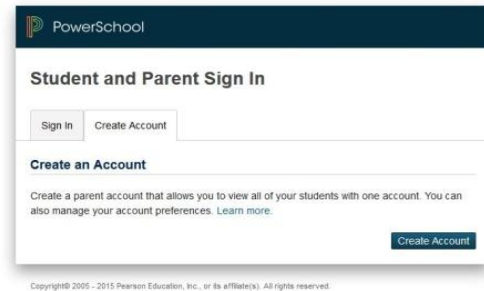
Please follow the steps below to set up your new PowerSchool Parent/Guardian Account (first time)

1. Access your PowerSchool parent/student portal as normal



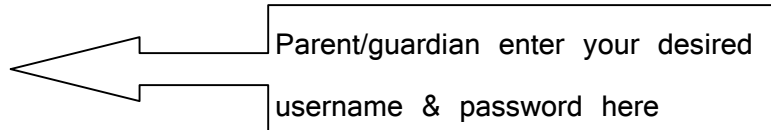
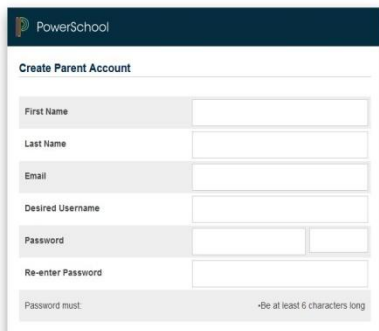
PS Portal

2. Click here to Create an Account



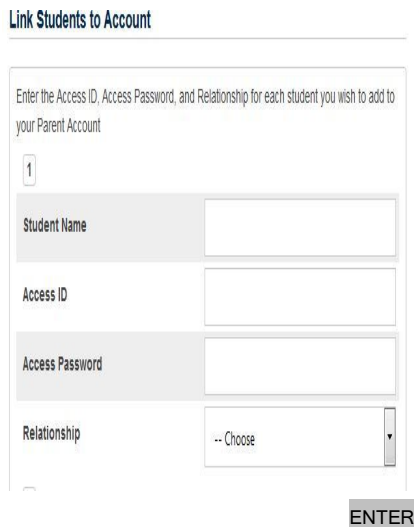
Account

3. Have user (parent or guardian) enter their desired username and password (password should be at least 8 characters/numeral or more)



Parent/guardian enter your desired
username & password here

4. Scroll down the page and populate the "Link to Students Accounts" portion



5. This is where the user will need the Access ID and Access Password from each students Invoice

6. Parents are able to have multiple students associated to their one account. Once all Students Access ID's & Passwords have been entered the user then hits enter at the bottom of the page.

7. The parent/guardian will now be able to log into their accounts (PowerSchool Portal) just as before to view all of your student(s) with one parent login account.

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?](#)

“Having trouble logging in?” Forget your login information?

Login

User Name

Password

[Having trouble logging in?](#)

Click here “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.