



Accessing the Parent Portal in PowerSchool

Please complete the steps below if you have not set up an account in the new parent portal. **Freshman parents** that registered at formal registration days set up an account that evening. Click the "Having trouble logging in?" button to reset your password if necessary. All others, follow steps below:

PowerSchool

Login

User Name

Password

[Having trouble logging in?](#)

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.](#)

Step 1: In order to access the NEW portal for the first time you must **Create an Account** at <http://powerschool.mhsmi.org>

Step 2: On the next screen, complete the top information for a Parent/Guardian. Create a unique user name that you will remember (eg. mbsmith) and an easy password (eg. Mercygirl2015). If you have more than one daughter, all can be connected on this new account.

Step 3: Complete your student's information using the Parent/Guardian Access ID and Access Password provided on the back of my letter. Use your daughter's full name, parent codes given and relationship (mother, father, aunt). Add any additional daughters, if applicable. Once submitted, another parents/guardians can create their own account using the same parent/guardian access codes. A different email address is necessary.

Create Parent/Guardian Account

First Name

Last Name

Email

Desired User Name

Password

Re-enter Password

Link Students to Account

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

Student Name	Access ID	Access Password	Relationship
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>

FYI: Student accounts will not have the ability to change Username or Passwords. If you need further assistance, please email me at cmrozman@mhsmi.org.