

Assigning Parent and Student Web ID's and Passwords


When a new student is enrolled in your school, a web ID and password will need to be created. This will allow the student and the parents to log into PowerSchool and view the student's grades and attendance in real-time. The parent/student login IP addresses for each school can be viewed at www.fresno.k12.ca.us/sis/ps_logins.htm

Individual Students

Follow the instructions carefully for assigning a new web ID and password to one student.

To bring up the student in PowerSchool, enter the student number in the **Search Students** field and press Enter (or click the blue search button).

Search Students

 
[View Field List](#) [How to Search](#)

Click [Functions](#) (under **Enrollment**)

- Enrollment**
.....
- [Activities](#)
 - [All Enrollments](#)
 - [Functions](#)
 - [Special Programs](#)
 - [Transfer Info](#)

Click [Assign ID and Password](#) (under **Functions**)

- Functions**
- [Print Reports For This Student](#)
 - [Transfer Out Of School](#)
 - [Re-Enroll In School](#)
 - [Transfer To Another School](#)
 - [Enroll In A Class At Another School](#)
 - [On-Screen Transaction Report](#)
 - [Assign ID and Password](#)

Assign IDs & Passwords

Make sure the radio button next to the student's name is selected

Make sure "Don't overwrite any existing ID's or passwords" is checked

For ALL CURRENTLY ENROLLED STUDENTS (changes all IDs/passwords for all students)
 For the selected 48 students only
 For LAST NAME, FIRST NAME only

Don't overwrite any existing IDs or passwords

In case of conflicts append:

Assign Web IDs and passwords Assign Guardian Web IDs and passwords

Each Web ID is characters long and is

Each Web Password is characters long and is

Enable web access accounts for processed students Enable web access accounts for processed Guardians

Assign PowerLink PIN numbers (phone system)

Each PIN is digits long and is

Assign Lunch IDs

Each Lunch ID is digits long and is

Do not change anything else on this screen. Click Submit
ID's and passwords have been assigned, but the "Student Web ID" will need to be changed.

Click [Modify Info](#) (under **Information**)

Information

- Addresses
- Custom Screens
- Demographics View
- Demographics Modify
- Emergency/Medical
- Family
- [Modify Info](#)
- Other Information
- Parents/Guardian
- Photo
- State/Province - CA
- Transportation

For the Student Web ID only:

Student Access, Allow	<input checked="" type="checkbox"/>
Student Web ID	123456789
Student Web PW	GHIJKL

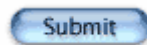
Type a capital "S" at the beginning of the Web ID.

Remove the last three numbers.

Student Access, Allow	<input checked="" type="checkbox"/>
Student Web ID	S123456
Student Web PW	GHIJKL

The result should be the student number with an "S" in front.

Click Submit



If you need to print out the student's login information, click on [Functions](#)>[Print Reports for this Student](#).

Select "Student Schedule with Web Passwords" from the pop-down menu.

Print the report (pdf) for	LAST NAME. FIRST NAME	
Which report to print	Student Schedule with Web Passwords	
If printing student schedule, use...	<input checked="" type="radio"/> courses actively enrolled in during current term (excludes dropped courses)	
	<input type="radio"/> all courses enrolled in during current term (includes dropped courses)	
	enrollment as of	10/13/2006
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year	to
Watermark Text		
Watermark Mode	Overlay	
When to print	ASAP	



Click Submit