

NEW Parent Portal Logon Instructions



New Castle Community Schools
322 Elliott Ave
New Castle, IN 47362
<http://www.nccsc.k12.in.us>
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In previous versions of the Parent Portal there was a separate login and password for each student requiring a parent to login in multiple times if they had more than one student attending NCCSC. For the 2015-2016 school year, we are introducing the new Parent Single Sign-On feature. Parent Single Sign-On offers a number of benefits, including:

- access to multiple students with one login
- a personalized account for each parent and guardian
- the ability for parents/guardians to retrieve their own login information if they forget their username or password.

Please note: The school that your student(s) attend will continue to **ONLY** give information to the legal guardian of record, and as always, no information will be given over the phone to others. Students will still be able to log on using their student log on information.

If you desire more than one parent/guardian account for your student, please share these instructions with anyone that you authorize to access your student's information (parents, guardians, relatives, siblings, etc.)

These instructions can also be found on the main NCCSC corporation site, as well as the individual school sites.

Creating Your NEW PowerSchool Parent Portal Account

Before you can log in to PowerSchool Parent Portal, you will need to create your **NEW** Parent Portal logon account and associate students to it. You should use the Parent Portal letter with the logon information that you have been using. The Access ID is your Parent Login and the Access Password is the Parent Password. This information is needed to attach a student to your account. If you do not have this information or have questions, contact the secretary at the building your student is located.

NOTE: Your parent/guardian Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.

PROCESS STEPS

Open a web browser (Internet Explorer, Safari, or FireFox) and go to PowerSchool Parent Portal URL: <https://powerschool.nccsc.k12.in.us/public> (**NO www at the beginning**)

If this is your first time to this screen, to set up your **NEW** account, you must click the **Create Account** tab to setup your account and get started. Then click **Create Account** button

If you have already created an account enter your user name and password and click **Sign In**

SCREEN SHOTS

Creating an account requires 2 steps: creating the actual account **and** linking student to the account. Remember that usernames and passwords are CaSe sensitive.

Create Parent Account

Enter the following:

- Your First Name
- Your Last Name
- Unique Email account
- Unique login name – cannot be an email address
- Password – must be at least 6 characters long

Link Students to Account

You must use the Parent Login and Parent Password from your Parent Portal letter. Enter the following to make the link:

- Students name: First Last
- Access ID is the Parent Login
- Access Password is the Parent Password
- Choose **Your** relationship
- Repeat to add additional students – you can add up to 7 students on this screen

Once all information is entered click on Enter button at the bottom of the page

Create Parent Account

First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Email	<input type="text"/>	
Desired Username	<input type="text"/>	
Password	<input type="password"/>	<input type="password"/>
Re-enter Password	<input type="password"/>	
Password must: •Be at least 6 characters long		

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	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="password"/>
	Relationship	<input type="text" value="-- Choose"/>
2	Student Name	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="password"/>

When your account is successfully created you will see this page. Use the user name and password you entered in the previous step to login to the parent portal.

If you receive an error message (forgot to fill in a field, username and/or email not unique, etc.), you must correct the error(s) AND re-enter the parent password(s) for all students listed. You may then press the Enter button again. Continue correcting errors until you see the login screen after pressing the enter button.

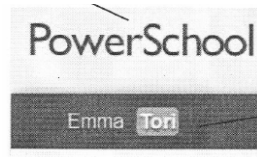
You may change **your** email address and/or password by clicking on Account Preferences. You can also add additional students.

PowerSchool

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

Login	
User Name	<input type="text"/>
Password	<input type="password"/>
Having trouble logging in?	
<input type="button" value="Submit"/>	

The PowerSchool logo and navigation bar appears at the top of the PowerSchool Parent Portal start page, and is common to every page in the application.




PowerSchool logo – Click to return to start page
Student – Select between students by clicking on name.

To send an email to the teacher, click the name of the teacher. *To use this function, your web browser must be properly configured*

The screenshot shows a dialog box titled 'Add Student'. It contains four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' field is a dropdown menu with '- Choose' selected. At the bottom of the dialog, there are 'Cancel' and 'Submit' buttons.

Add additional students – Scroll down and on the left hand side, click **Account Preferences**. Then click the **Student** tab. Then click the **Add** button
To add students, you will need to have the Parent logon and password from the Parent Portal letter for that student.

You can also change login information and add/delete student associations.

To edit your username and password click the 

This window will open after you click **Add**

When done, click **Submit**

When finished working in PowerSchool Parent Portal, it is important to log out of the application. You can sign out of PowerSchool Parent Portal from any page in the application. That is located in the upper right hand corner next to your name.

NOTE: If you are not actively working in PowerSchool Parent Portal for 10 minutes, your session **WILL** timeout. If so, you need to log in again.

- Any questions about your student(s) Access ID and password should be directed the secretary of the appropriate building.
- We are not able to assist with any technical issues with your personal equipment.

Thank you