

Midland PowerSchool – New Parent Users Guide 2018-19

Parents,

Please read this important information so you can check your child’s grades, attendance, etc. all year. PowerSchool (Midland’s student information system) is a great tool to help you monitor your child/children’s grades, attendance, etc. The information on this sheet will help you get set up to use this tool and use the registration portion.

What is PowerSchool? PowerSchool is a secure web-based system. With an internet connection, you can get school information about your child anytime. You can connect from home, the office, the public library, or from any other computer.

How will PowerSchool help me as a parent? You will be able to quickly check the following:

- | | | |
|--------------------|------------------------------|---|
| <i>Grades</i> | <i>Teacher Comments</i> | <i>Automatic email alerts</i> that will tell you if your child has missed a class, has missing assignments, and/or if a grade average has dropped below a level set by you, or has a low lunch account balance. |
| <i>Assignments</i> | <i>School Bulletin</i> | |
| <i>Attendance</i> | <i>Lunch Account Balance</i> | |

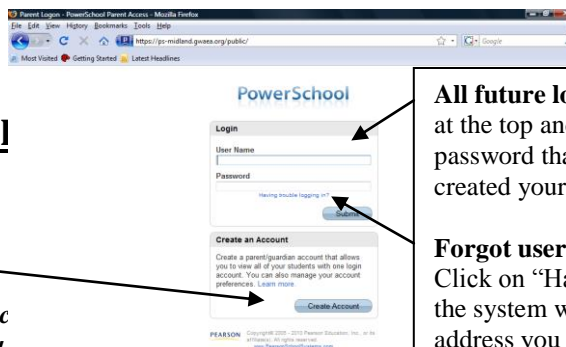
How do I get set up to use this great tool?

- Go to this web page:

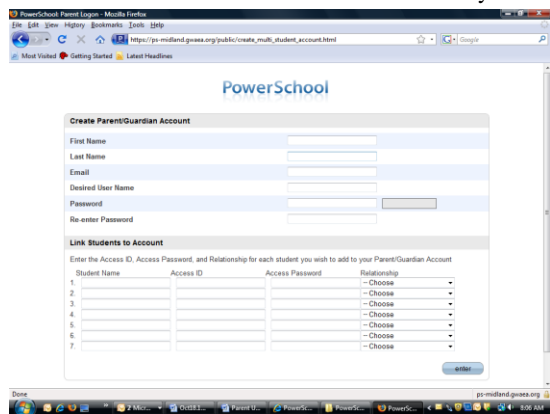
<http://powerschool.midland.com/publ>

The very first time you enter you will need to **CREATE AN ACCOUNT:**

First you must set up your parent account in the Public using a browser. Once your account is set up then you your mobile device to access your account.



What do I do if I don’t have an email address? Anyone can get a free email account at www.yahoo.com or www.hotmail.com



Fill out this Create an account screen using the PARENT information in the top. Enter the email address you want to use, a username and password that you want to use each time you log in. Then enter your student’s name, access ID and password that you are given from the school office for each child.

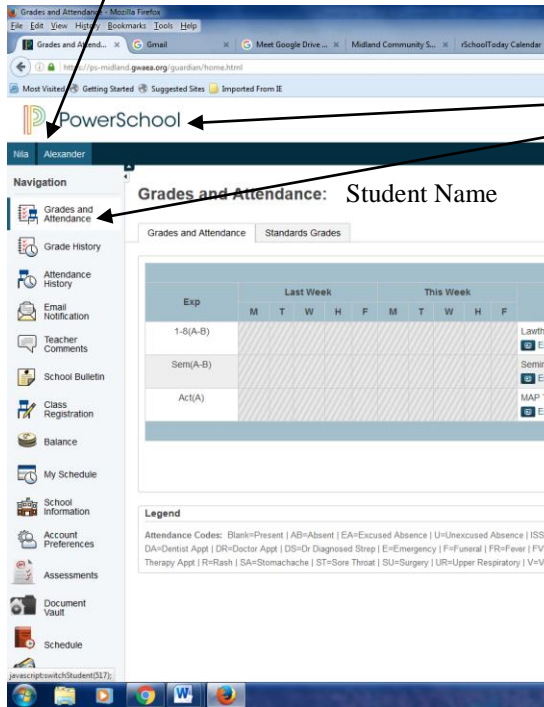
All future times you want to log in, just put in the user name and password that YOU just created. You will NOT need this access ID info again.

- Log in to the page with your user information below: The password is case sensitive, you must use capital and small letters exactly as shown.

Student Name	Access ID	Access Password

What if I have more than one child at Midland? Do I need a password for each to log on to PowerSchool? NO ☺ You WILL need the access ID and access password for all children when setting up your account. 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, and the ability for parents/guardians to retrieve their own login information.

How do I view information in PowerSchool? Once you log in, your homepage will look something like this. If you have multiple students their names will appear in the dark bar at top. The left column will have your options of things you can do in PowerSchool. To get back to your homepage click on the word PowerSchool in the upper left corner.



How do I view information in PowerSchool? Once you log in you will see these navigation tools on the left side of any page you are on.

Homepage – click on PowerSchool logo in upper left corner to get back here.

Grades/Attendance this is current information on grades/attendance.

Grade History will show you all previous classes and grades earned.

Attendance History will show all of your attendance for this year.

Email Notification – see below – sign up here to get notifications

Class Registration will be used in spring to register for next year's classes.

Balance will show if you lunch balance and any fees owed to school.

Account Preferences – change your password or email here.

Assessments will show your scores of assessment testing.

Document Vault will show recent report cards.

Graduation Progress will show your progress towards receiving your diploma. If questions about this, contact the HS office, especially if you have transferred credits in from another school, sometimes those don't show up correctly. We'd be glad to answer any questions you may have. It is the STUDENT'S RESPONSIBILITY to know what classes you need to complete for graduation. **ASK QUESTIONS!**

E-registration – click here to e-register each August and as changes occur.

Permissions - parents can update permissions as needed during the year. The school will have electronic stamp when these were changed.

Email Notifications:

Contact Information

Email Address: mhansen@midland.k12.la.us

Additional Email Addresses:

What Information Would You Like to Receive?

Summary of Current Grades and Attendance.

Detail Report Showing Assignment Scores for Each Class.

Detail Report of Attendance.

School Announcements.

Balance Alert (Note: will only be sent when student is low on funds).

Frequency

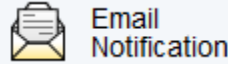
How Often? Never

Apply These Settings to All Your Students?

Send Now For?

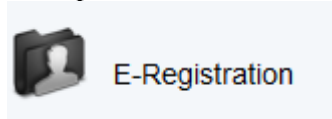
How do I get email alerts about my child's grades or class attendance or lunch balance?

In the Navigation list in the left column click on:



We STRONGLY suggest you check Balance Alert as this will let you know when your child's lunch balance is low. All help keeping lunch accounts current is appreciated!

E-Registration: You can update your student's information in PowerSchool at any time. We will ask you to do it once each year during July/August for school registration. This is basically checking the information we have in PowerSchool and updating it. There are 9 pages of information we need you to check for each student. There will be some permissions and some forms at the end to complete also.



Click on this choice which is near the bottom of the Navigation list on the left hand side to start the E-registration process.

You need only enter changes/updates for each student, if the information is correct just move on to the next box and keep checking.

The information you enter here will go directly into PowerSchool – so please be careful of your spelling, capitalization, numbers, formatting, etc. **You must go through all 9 screens for each student.**

- 1) **Demographics** – basic information on your student. BE CAREFUL TO ADD FULL CORRECT MAILING ADDRESS as required by US Postal Service. Don't just give us your physical street address.
- 2) **Language** – is a state requirement
- 3) **Guardians** – please list all parents for this child. If in a traditional family enter the FATHER for Parent 1 and MOTHER for Parent 2. The box
- 4) **Emergency** – *PLEASE DON'T LIST PARENT HERE* – we will always try to contact you first, this is in case we can't reach you. Who else has your permission to pick up your child if sick, or might know where to contact you at any given time?
- 5) **Health** – Please add any changes to health here, delete anything no longer applicable to this student.
- 6) **Permissions** – Please read these carefully, we need you to complete each one for each student. At the bottom on the left we need you to enter your first and last name, this is your electronic signature approving what you entered.
- 7) **Documents** – you can click here to get the payment of fees form if e-registering at home and you need to submit payment. There are a variety of other forms located on the webpage as well.
- 8) **Fees** – You can now pay electronically via RevTrak - we also accept payment via cash or check to “Midland”
- 9) **Finish** – This will show if you are done with that student and give you the chance to change to another child if needed. When all have a ✓ green checkmark in front of them you are complete.

You can make changes this way through PowerSchool at any time of the year, change address or phone or work or an emergency contact? Jump on PS and fix it any time, any day. All updates from parents go into a pending status. Building Secretaries review every change request and provide final approval for update into the Powerschool files.

What do I do if I need help? Call the Michelle at the High School Office at 563-488-2292x1230 or email her at mihansen@midland.k12.ia.us or Deb Larkey 488-2292 x 3270 or dlarkey@midland.k12.ia.us
Please do not call teachers for help with passwords, login, or technical problems.

IF USING MOBILE APP FOLLOW THESE DIRECTIONS:

FIRST you must set up your parent account using the Public Portal via a browser. **THEN** to use the mobile app.....

Download the PowerSchool for Parents (Students) Application

District Code
SPHX

District CODE is: **SPHX**

Enter your PowerSchool Username
Enter your PowerSchool Password

If needed the District Postal Code is **52362**

Searching for Your District:

1. Open the PowerSchool Parent/Student App.
2. Touch **Help** on the Sign In screen.
3. Touch **Search for Your District**.
4. Choose an option:
 - a. Enter **District Name** or **School Name**
 - i. Touch **Search**.
 - ii. Select the correct school listed.
 - iii. Touch Connect to this **PowerSchool**.
 - b. Enter the **PowerSchool Server Address**: ps-midland.gwaea.org
 - i. Touch **Submit**.
5. Enter your PowerSchool **Username**.
6. Enter your PowerSchool **Password**.
7. Touch **Sign In**.

