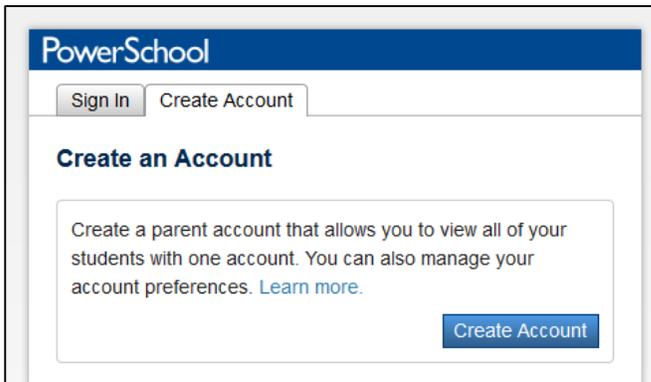


STEP 1 - Create Your Account:

1. Visit our district website at www.eesd.org and click on the “Log into Parent Portal” under the Parent section.
2. From here, click on “Click here to log into the PowerSchool Parent Portal”.
3. From the sign in page, click on the “Create Account” tab and “Create Account” blue button.



4. In the Create Parent Account area, complete all fields to create your own username and password. (We suggest you use your email as a username.)

5. In the Link Students to Account area, enter in the Name, Access ID and Access Password for each student (provided on alternate page of mailing).
6. Select an adult Relationship for each students (i.e. Mother, Father) and click “Enter”.

7. Remember to write down your username and password that you created for future use.
8. You will now be directed to sign in again using your new username and password.

9. Once in, you will see your students listed at the top left side. Click on one student to start updating Emergency Contacts.

STEP 2 - Update Emergency Contacts:

1. Once logged in, you will see your students listed at the top left side. Click on one student to start updating Emergency Contacts.
2. Click on Emergency Contacts from left side.

3. Enter or update all contact phone numbers and contact emails. (Contact 1 and Contact 2 names may not be changed as they are the primary parent or guardian on record. Contact the school office if any changes occur.)
4. Enter or update all emergency contact information. You can enter up to 5 emergency contacts (18 years of age or older).
5. Click Submit.
6. **Repeat this process for any additional students by clicking on their specific name on top left corner.**

Step 3 - Update Notification Preferences:

1. Click on Power Announcement tab on left side. This area allows you to choose how you would like the school to contact you.
2. Check the appropriate boxes to choose how you want the schools to contact you.
3. Click "Save Preferences".
4. **Repeat this process for any additional students by clicking on their specific name on top left corner.**

Field	Option	Data	
Student Home Phone		408-555-5555	Send Phone Calls <input checked="" type="checkbox"/>
Contact 1 Home Phone		408-555-1234	Send Phone Calls <input checked="" type="checkbox"/>
Contact 1 Work Phone		408-555-1235	Send Phone Calls <input checked="" type="checkbox"/>
Contact 1 Cell Phone		408-555-1236	Send Phone Calls <input checked="" type="checkbox"/>
	Send Text		<input checked="" type="checkbox"/>
Contact 1 Email		jenedoe@eesd.org	Send Emails <input checked="" type="checkbox"/>
Contact 2 Home Phone		408-555-1234	Send Phone Calls <input checked="" type="checkbox"/>
Contact 2 Work Phone		408-555-1237	Send Phone Calls <input checked="" type="checkbox"/>
Contact 2 Cell Phone		408-555-1238	Send Phone Calls <input checked="" type="checkbox"/>
	Send Text		<input checked="" type="checkbox"/>