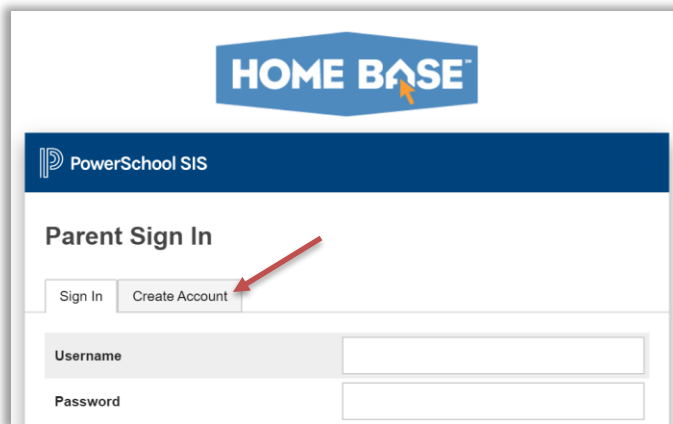


Dear Parent/Guardian,

We know your student's academic success is important to you, and in times like these, you probably have questions about their current grades. Due to school closures, we are unable to provide hard copy report cards for Quarter 3. However, there is an alternate way you can view your child's grades and stay up to date on their information.

Below are instructions on how you can access your student's current grades and attendance online on a site called the PowerSchool Parent Portal. To access this information, you will need a Parent Single Sign-on Letter from your child's school. Once you have the letter, follow these steps.

1. Open the internet browser on your computer (Google Chrome, Firefox, Internet Explorer).
2. Type <https://dps.powerschool.com/public> in the address bar.
3. When you access the site for the first time, you will need to create your Parent account (also called your single sign-on account). To do this click on "Create Account" tab and button – the "Create Parent Account" page will open.



HOME BASE™

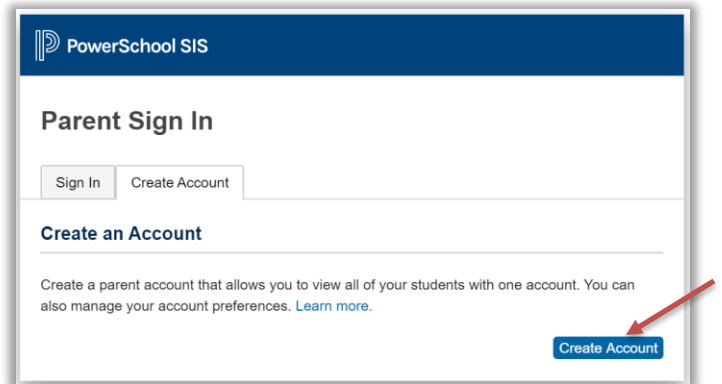
PowerSchool SIS

Parent Sign In

Sign In Create Account

Username

Password



PowerSchool SIS

Parent Sign In

Sign In Create Account

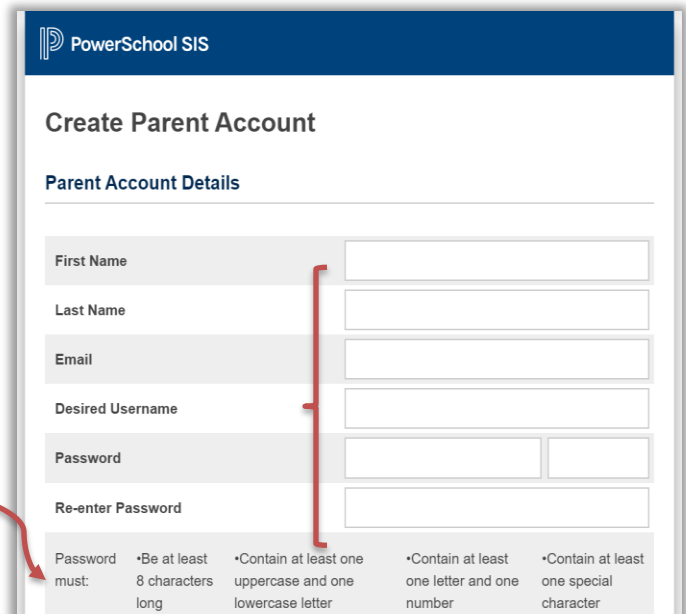
Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

4. Enter your first name, last name, and email. The email address you enter is used to send you select information, as well as account recovery notices and account change confirmations.
 - Type in your desired username; this will be the username that you will use when signing into the PowerSchool Parent Portal.

**Note: The username must be unique. If you enter a username that is already in use, you will be prompted to enter another username.*
 - Enter the password you would like to use when signing into the PowerSchool Parent Portal. You will have to follow the password requirements displayed. Enter the password again exactly as you entered it in the field above. It is advisable that you keep your username and password secure and not share it with anyone else.



PowerSchool SIS

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must:

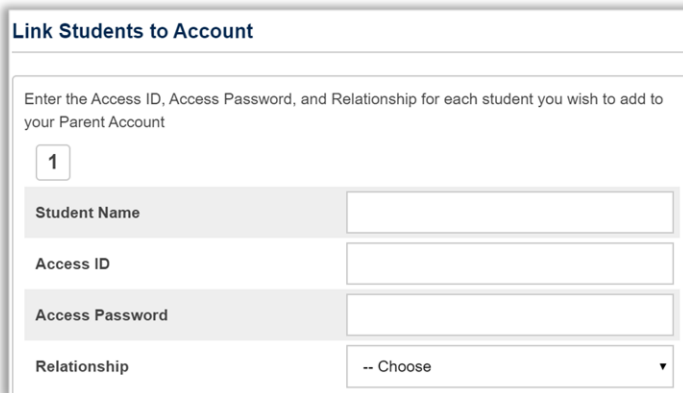
- Be at least 8 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character

5. Enter **Student Name**, *exactly as it is printed at the beginning of your letter*.
Enter the **Access ID** and **Access Passcode** exactly as they are printed on your letter.
(Note: both are case sensitive).

Indicate your **Relationship** to the student by choosing the appropriate association from the drop-down menu.

If you have multiple students enrolled in Durham Public Schools, you will need a separate letter for each student. However, you may connect them all to one Parent Account by entering each student's Name, Access ID and Access Password on this page. Once all the student information is entered, go to the bottom of the page and click Enter.

Parents can always connect other students to an account by going to their Account Preferences page and to the Students tab. The process still requires a letter with the student's access codes.

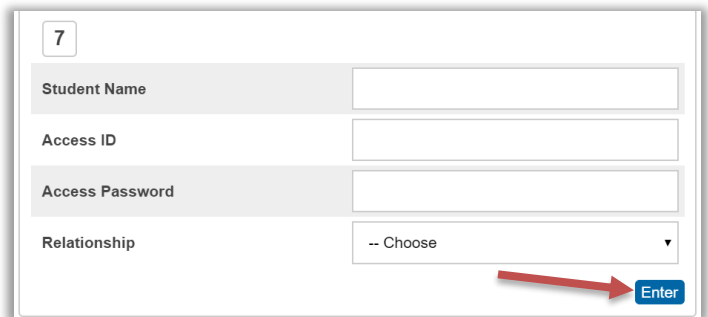


Link Students to Account

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="text"/>
Relationship	-- Choose ▾

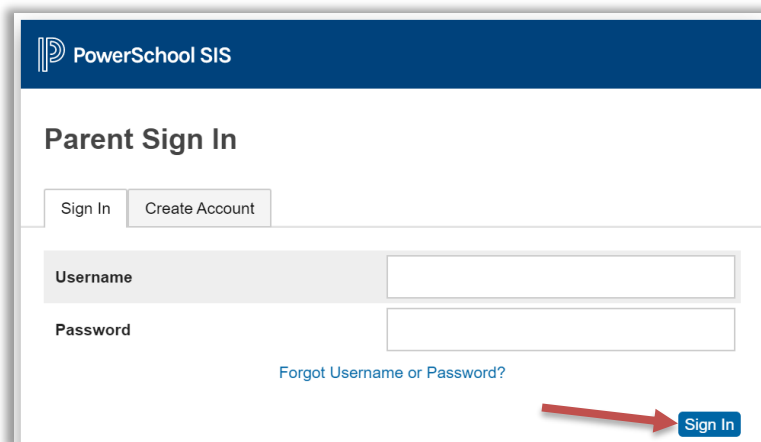


7

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

Enter

6. The Parent Sign-In page will appear. Enter the **Username** and **Password** you created to log into the PowerSchool Parent Portal and click Sign In. Navigate the page to view your student's information.



PowerSchool SIS

Parent Sign In

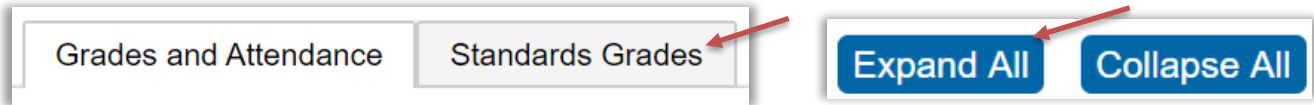
Sign In Create Account

Username	<input type="text"/>
Password	<input type="password"/>

[Forgot Username or Password?](#)

Sign In

The landing page is Grades and Attendance. It is important to note, **if your student is in grades Kindergarten through 5th**, any grades on this page are not the true standards-based grades used to assess elementary students. To view those, you must navigate to the Standards Grades tab. Then click Expand All to see all the standards that have been assessed for each quarter.



Academic Performance Indicators	
4	Exceeds Standards
3	Meets Standard
2	Meets Some of the Standard
1	Does Not Meet Standard

Behaviors Performance Indicators	
C	Consistently
S	Sometimes
R	Rarely

If your student is in grades 6 through 12, the grades on the landing page are the current grades. Click on a grade to view grade and assignment details. Icons indicate the status of assignments; refer to Legend at bottom of page.

Grade Scale:

A = 90 – 100	B = 80 – 90	C = 70 – 79	D = 60 – 69	F = 59 & below
F = Fail	P = Pass			

7. Remember to log off when you are finished. Keep this document in a secure place.

If you do not have computer/internet access, the public library has computers open for your use. For additional information, visit www.dpsnc.net and click on Programs & Services then the Homebase (PowerSchool) link.

If you have any questions regarding the use of PowerSchool, please contact your student's school or their teacher(s). School information can be found on www.dpsnc.net by clicking on the schools icon and selecting the appropriate school.

