POWERSCHOOL PARENT PORTAL
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OVERVIEW
This guide will help with processes of enrollment for the Parent using the New Parent Portal powered by PowerSchool; as well as Parents who already has a Parent Portal account.

STEP 1: ACCESS THE PARENT PORTAL
- Click on or go to Parent Portal (dallasisd.powerschool.com/public) to login into the Parent Portal.
- Click on the Create Account tab to begin creating a parent account.
- The Create an Account page will appear.

NEW TO PARENT PORTAL
Any parent who has NEVER had a Parent Portal account prior to PowerSchool. Will need to create a new account.

- Click Create Account
- Fill in the necessary information for the parent account setup.
  o First Name
  o Last Name
  o Email
Desired Username
Password
Re-enter Password

- Desired Username
- Password
- Re-enter Password

In the next section enter in the Access ID and Password of each student that was given by the CRC, Registrar, or Central Staff at the location of enrollment.

**STEP 2: LINKING STUDENTS**

1. Under **Link Students to Account**, enter the Access ID, Access Password, and Relationship of the parent to the student in the designated fields.

Parents can enter up to seven (7) Access IDs and Passwords.
2. Click after entering in all Parent Information and student information to link to the Parent account.
3. The Parent will be taken back to the sign in page.

4. Login with the **Username** and **Password** just created.

**Step 3: INSIDE PARENT PORTAL**

Once inside the Parent Portal to access the Online Application follow the below steps.

- On the right side of the screen click on the appropriate Online Application.
Step 4: RETURNING PARENTS
For any parent who has previously used the former Parent Portal Account he/she can access the newly revised Parent Portal powered by PowerSchool by following the below steps.

- Click on or go to Parent Portal (dallasisd.powerschool.com/public) to login into the Parent Portal.

- Login with username from the previous Parent Portal Account (school or Central Staff can access the previous username account).
- For password use change01!
- Click Sign In.
All returning parents will need to reset their password to link his/her old Parent Portal Account to the newly PowerSchool Parent Portal Account.

- There will be a page that prompts the Parent to change their password.
  - Enter in temporary password and the credentials for creating a new password.
  - Click Enter.
  - The parent will be prompted to login using the newly created password.

- After logging into the Parent Portal, you will see your students who were linked to your account from the previous Parent Portal.
  - For any previous students click on the Student Name tab at the top of the screen to move from student to student.
• On the right side of the screen click on the appropriate Online Application.

- 2018-2019 New Student Registration
- 2018-2019 PreK Enrollment
- 2018-2019 Returning Student Registration

• After clicking on the needed online application, you will be taken to the specific Online Application.
• Follow the steps on the screen to proceed.

2.2.1: Adding Students to Current Parent Portal

• From the homepage on the left side click Account Preferences.

• The Account Preferences page will appear.
• Click on the **Students** tab.

• This will take you to the student page.
• From here you can add students.

• Click the **Add** button.
• The Add student popup will appear.

• Enter in all fields to add student.
  o Student Name
  o Access ID
  o Access Password
  o Relationship
- To access the newly added student(s) at the top of the page in the navigation bar, you can see all added students.
- Repeat process for adding students to current Parent account.

Completed Add Student page

- Click [OK].
- A confirmation page will appear.