

TO SETUP A PARENT PORTAL:

1. Search the student of the parent. Click **Access Accounts** to see if the parent portal is already setup for that student.
2. If not, go back to the **Start Page** and search **Contacts** for the email address of the parent to see if an active access account already exists for that parent. If so, you can add the student to that access account.
3. To reset a parent account, reset the password as needed for that parent by editing that account on the contact page. Ensure the parent email is in both the **Username** and **Account Email** fields.
Then provide that parent the temporary password you set if needed. The parent is now ready to visit gcsd.powerschool.com and login. (There is no longer an activation process!)
4. To create a brand-new account for a parent, follow the same steps as resetting a parent account, but be sure to add the email of the parent to both **Username** and **Account Email** fields, as well as enter a temporary password you will provide to the parent to login then at gcsd.powerschool.com. Then add all students in your building to the parent account and enable data access for each of those students.