

# PowerSchool Parent Access

Northridge High School would like you to please use your PowerSchool Parent account to keep your student address, phone number, parent information, emergency contacts and non-prescription medications updated.

Under account preferences for each student click on the demographics, emergency contacts, and non-rx meds tabs to update. If the data we have on file is correct, please indicate that you have no changes and submit.

*If you currently have an account and need to add access to another student, follow these steps. Do NOT create another account. Otherwise, skip down to create a PowerSchool account.*

**To add a student to your account** (you currently have an account and would like to add another student):

1. Click on the Account Preferences icon from the menu on the right.
2. Click on the Students tab.
3. Click on the Add+ button.
4. Enter your student's name, access ID, access password and *your relationship to the student*.

The first names of each of your students will be on a tab in the upper left portion of your screen.

**To create a PowerSchool account** (you do not currently have an account for any Middlebury student) you must have a valid email address and your student access ID's and access passwords available during set up:

1. Connect to the Middlebury Community Schools homepage at <http://www.mcsin-k12.org>.
2. Click on Parent Links in the left column.
3. Click on PowerSchool Parents.
4. Click Create Account.
5. Enter *your* name, desired username, email address (required) and password (a minimum of 6 characters).
6. For each of your students enter their name, access ID, access password and *your relationship to the student*.
7. After set up is complete you will be asked to sign back in using your newly created username and password.  
**Do NOT choose to have your computer remember your username/password.**

The first names of your students will appear on tabs in the upper left portion of the screen.

Click **Grades and Attendance** to view grades, absences and tardies, email teachers.

Click **Grades History** to view final grades for past terms and school years.

Click **Email Notification** to set preferences to receive emails about your student's grades and attendance.

Click **School Bulletin** to view our daily announcements.

Click **Account Preferences** to maintain your password and email address and to add students to your account. If you need to remove students from your account please contact that student's school.

\*Edit student/parent addresses & phone numbers

\*Edit emergency contact information

\*Edit permission for Non-Rx medications

If you would like other family members to have an account (i.e. grandparents, non-custodial parents, etc.) it is your responsibility to provide them with your student access ID's and passwords so that they can create their own account.

If you are having problems adding your student to your account, please pay special attention to the characters in the access ID and password. Zeros can often be mistaken for O's; I's, L's and 1's can also be mistaken.

## After you have created a PowerSchool Parent account...

We ask that a parent/guardian of each NHS student please log in to check student information.

NHS has given parents the ability to update student information online **at any time** during the school year. Please be sure to indicate if you **have or have not** made changes on each tab.

Thank you

Log in.

Select the student you want to work with.

From the menu on the left, select account preferences.

### Update your student's contact and parent information (students 6-12)

Click on the **demographics** tab.

The information we currently have on file is listed in the middle of the screen. Update information as needed in the space on the right.

At the bottom of the screen indicate whether you have made changes or if you have no changes at this time.

Be sure to click Submit.

### Update your student's emergency contact information (students 6-12)

Click on the **Emergency Contacts** tab.

The information we currently have on file is listed in the middle of the screen. Update information as needed in the space on the right.

At the bottom of the screen indicate whether you have made any changes or if you have no changes at this time.

Be sure to click Submit.

### Update your student's permission for non-prescription medications (students 6-12)

Click on the **Non-Rx Meds** tab.

Place a check mark in the boxes next to the medications your student has permission to receive from the school nurse.

Whether or not you have made any selections you **MUST**:


Indicate at the bottom that you have reviewed the information.

Enter your first and last name in the parent/guardian box. ***This serves as your signature.***

Be sure to click Submit.

### Add options for receiving messages from NHS/MCS from our automated messaging service (students K-12)

We use the messaging service, School Messenger, to send school announcements, messages in cases of emergency, closings/delays, and to notify you of uncleared absences. Some messages are school specific and will only be sent to the students in that school--so be sure that you add numbers and email addresses for each of your students.

To the right of where your student names are listed, click on the  icon.

Click Contact Manager.

Click the Contact tab.

Select Edit for one of your students.

Add additional phone numbers and select which types of messages to receive.

*If you provided a phone number on your enrollment form/ online demographics tab, this will be the first number listed and cannot be edited on this screen. Edit it on the demographics tab.*

Add email addresses and which types of messages to receive.

Add SMS (text messages) numbers and which types of messages to receive.

Be sure to click Save.

Repeat for each student.