



## *Student/Parent Portal*

### *Creating Connections Between Home and School*

#### **Support Resources for Parents:**

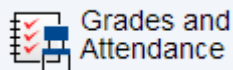
<http://henricoschools.us/powerschool/>  
<http://blogs.henrico.k12.va.us/it/parents/>

PowerSchool Parent Portal is a powerful, easy-to-use, secure communication tool connecting teachers, parents, and students. Using Pearson's PowerSchool student information system, the Parent Portal allows collaboration to improve student achievement. Online access to grades, attendance, and assignments makes it easier for parents, teachers, and students to accurately monitor, identify, and accelerate student progress.

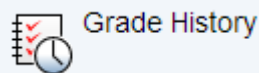
PowerSchool Parent Portal will allow parents/guardians with more than one child to access all of their children at one time with one login and password. This will also allow both parents/guardians to have separate accounts for their child(ren). Students will log in using their HCPS username and password.

**Any parent who created a Portal account last year, including during last year's course recommendation window, will continue to use that same account. User names and passwords have not changed on any parent accounts created last school year.**

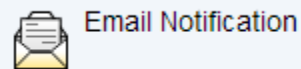
#### **Portal Features**



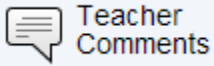
This feature displays comprehensive information about student grades and attendance for the current term. **\*\*Please note: You may see a discrepancy between the Class Attendance and Day Attendance values. Day Attendance values are from the school's Attendance Office and are considered a part of the student's official record.**



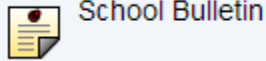
This feature displays student quarter and semester grades for the current term.



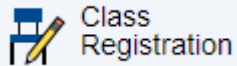
This feature provides parents the ability to manage account email preferences, including the choice of what information to receive, how often you would like to receive the information, and any additional email addresses you would like to use.



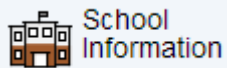
This feature displays any comment(s) that a teacher has attached to a report card grade.



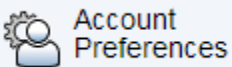
The School Bulletin page serves as a message board for HCPS district-related information.



This feature provides parents of rising 6<sup>th</sup>-12<sup>th</sup> graders the ability to manage course requests during the school's course recommendation window.



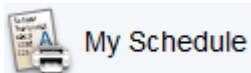
This feature displays school information such as school name, phone number and address.



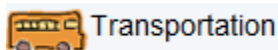
This feature provides the ability to manage parent account information, including name, user name, password and email address. This feature would also be used to add additional children to your existing parent account.



This feature displays a summary of how many times a user's portal account has been accessed. The date, time and duration of each login is noted.



This feature displays student schedules. Parents should click the Weekly Schedule tab to see their child's schedule for each day of the week.



This feature displays morning and afternoon student bus route information.

## **PARENT INSTRUCTIONS – HOW TO CREATE A BRAND NEW POWERSCHOOL PORTAL ACCOUNT**

1. Go to <https://sis.henrico.k12.va.us/public>
2. Click the Create Account tab
3. Click the Create Account button
4. Under Create Parent Account, enter your First Name, Last Name, and Email.
5. Enter your desired Username. Your Username must be unique. If the name you choose already exists, you will be prompted to enter a different one.
6. Enter your desired Password. Password must:
  - Be at least 7 characters long
  - Contain at least one uppercase letter
  - Contain at least one lowercase letter
  - Contain at least one number
  - Contain at least one special character (Example: ! or #)
7. Re-enter your Password
8. Under Link Students to Account, enter the Student's First and Last Name in the Student Name box. Be sure to leave a blank space in between.
9. Enter the Student Number. The Student Number can be found on multiple documents, such as report cards and student information records. Please contact the student's school if you do not have this information.
10. Enter the student's first initial (lower case), middle initial (lower case), last initial (lower case), and birthday (Example: John A. Doe with birthday of June 2, 2002 would be entered jad20020602)
11. Enter your relationship to the student
12. Repeat steps 9-12 for multiple students
13. Click Enter

## **PARENT INSTRUCTIONS – HOW TO LINK STUDENT(S) TO EXISTING POWERSCHOOL PORTAL ACCOUNT**

1. Go to <https://sis.henrico.k12.va.us/public>
2. Type in your Username, Password, and click Sign In
3. Under the Navigation menu on the left, click Account Preferences
4. On the Account Preferences – Profile page, click the Students tab
5. Click the Add button
6. In the Student Name box, enter the Student's First and Last Name. Be sure to leave a blank space in between.
7. Enter the Student Number. The Student Number can be found on multiple documents, such as report cards and student information records. Please contact the student's school if you do not have this information.
8. Enter the student's first initial (lower case), middle initial (lower case), last initial (lower case), and birthday (Example: John A. Doe with birthday of June 2, 2002 would be entered jad20020602)
9. From the drop-down menu, select your relationship to the student.
10. Click Submit
11. You should see additional student's name appear in blue bar across top of page. Click on name in blue bar to see information for that student.