



# PowerSchool Parent/Student Portal

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## About the PowerSchool Parent Portal

PowerSchool is a commonly-used Student Information System (SIS) in K-12 education, and provides parents with the ability to review student grades and attendance records.

Parents can access the Parent Portal via a web browser (Chrome, Safari, Firefox, or Edge) or the PowerSchool Mobile app (iOS and Android).

## Accessing the Parent Portal

From any computer, tablet or smartphone, parents can sign in to the portal at: **acceloh.powerschool.com**. The portal is also available from the Menlo Park Academy website (menloparkacademy.com) from the top menu bar or within the 'Parents' menu.

From the PowerSchool Mobile app, users need to use the code: **CZMQ**

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## Account Setup

Before logging in to the PowerSchool Parent Portal for the first time, parents must create an account and link their children to their account to access student information.

PowerSchool

### Student and 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

### Create Parent Account

#### Parent Account Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>
Password must:	-Be at least 4 characters long

From the sign-in page:

1. Click on the 'Create Account' tab
2. Click on the 'Create Account' button.
3. Enter your information (First Name, Last Name, Email Address)
4. Select a unique username and password, which you will use to sign in

## Linking Your Student to Your Account

To link or add students to your account, parents will need the Access ID and Access Password, which can be found on the Parent Portal printout that was mailed to the home of each student.

Fill in all following fields:

1. Student Name
2. Access ID
3. Access Password
4. Relationship to child (Mother, Father, etc.)

You will need to complete these steps for each of your students.

Scroll to the bottom and click 'Enter'.

### 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 <input type="button" value="v"/>
2	
Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose <input type="button" value="v"/>

## Signing In to the Parent Portal

To log in to the PowerSchool Parent Portal, enter your username and password, then click 'Sign In'.

Note: If you forgot your username or password, click 'Forgot Username or Password' and follow the prompts to reset your credentials. You should receive an email from PowerSchool with your username or a link to create a new password.

PowerSchool

### Student and Parent Sign In

Username

Password

[Forgot Username or Password?](#)

# Parent Portal Features

**Grades and Attendance:** View current grades, attendance. And the current grading period attendance totals.

**Grade History:** View all previous grades for the current year.

**Email notification:** Sign up for automatic email notification

**Teacher comments:** View all current teacher comments

Anything in blue can be clicked on. Clicking a teacher’s name will open up a blank email to them; clicking on a grade opens a list of assignments that make up their grade; clicking an assignment will reveal more information about that assignment.

Course	Teacher	Expression	Final Grade <sup>1</sup>
ICT Grade 7	2010020 - 2010020 - 2010020	P1-P2(Tu) P3(F)	A <sup>1</sup>

Teacher Comments:

Section Description:

Grades last updated on 11/13/2014

1 - This final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher.

Due Date	Category	Assignment	Score	Grid
09/11/2014	PS	1.1	28,540	A <sup>1</sup>
09/15/2014	Theory	1.2	28,540	A
09/24/2014	PS	1.3	24,40	A
09/24/2014	Theory	1.4	28,540	A

Special Weighting

Item ID	Name	Weight %	Low scores to discard
Category Based	Practical Exam	60	0
Category Based	Theory Exam	40	0

If you have questions or concerns about a particular grade, please contact the teacher directly. If you have questions about the Parent Portal, please contact the school.