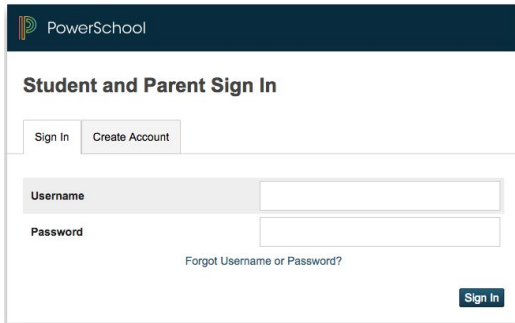


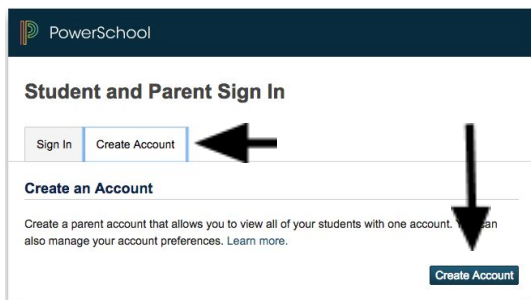
How to Create a Parent Portal Account

1. Go to the Parent Portal at: <https://nla.powerschool.com>



The screenshot shows the PowerSchool login page. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". Under the "Sign In" tab, there are two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot Username or Password?". At the bottom right of the form is a "Sign In" button.

2. Click on the “Create Account” tab and then click the “Create Account” button



The screenshot shows the "Create an Account" page. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". A black arrow points to the "Create Account" tab. Below the tabs is the heading "Create an Account". Underneath is a paragraph of text: "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." At the bottom right is a "Create Account" button. Another black arrow points down to this button.

3. At the top of the Create Parent Account page, fill in the PARENT/GUARDIAN information:

Enter Parent/Guardian First Name

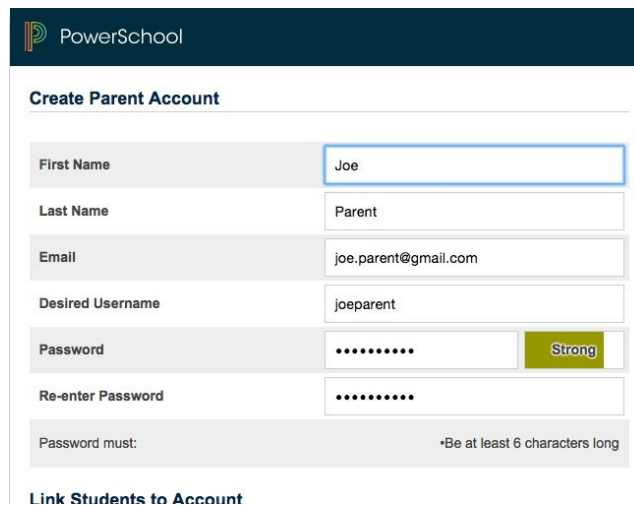
Enter Parent/Guardian Last Name

Enter Parent/Guardian email

Enter a Parent/Guardian Username*

Enter a Parent/Guardian Password**

Re-enter Parent/Guardian Password



The screenshot shows the "Create Parent Account" form. At the top left is the PowerSchool logo. Below it is the heading "Create Parent Account". The form has several input fields: "First Name" (with "Joe" entered), "Last Name" (with "Parent" entered), "Email" (with "joe.parent@gmail.com" entered), "Desired Username" (with "joeparent" entered), "Password" (with "*****" entered and a "Strong" indicator), and "Re-enter Password" (with "*****" entered). Below the "Re-enter Password" field is a note: "Password must: *Be at least 6 characters long". At the bottom of the form is a link that says "Link Students to Account".

* Keep in mind this one Username will allow you to see multiple student accounts and make it something you can remember easily. The system will check if that username is already in use so you may have to try more than once.

** Use a “Strong” password with combinations of letters, numbers, and special characters like ! \$ @ #

(continued on next page)

4. Under the “Link Student to Account” section, fill in the Student Name, Access ID and Access Password for EACH STUDENT ACCOUNT that you want to be able to access in the Parent Portal.

If you used Parent Portal in the past, these are the logins you used to use to access student accounts.

If you are new to Parent Portal, contact the school for the ID and Password assigned to your student.

NOTE: IDs and Passwords are CASE SENSITIVE.

Enter Student 1 Name
Enter Student 1 Access ID*
Enter Student 1 Password**
Enter Relationship to Parent Account

Enter Student 2 Name
Enter Student 2 Access ID*
Enter Student 2 Password**
Enter Relationship to Parent Account

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	Jane Student
Access ID	studentj
Access Password	*****
Relationship	-- Choose
2	
Student Name	Tom Student
Access ID	studentt
Access Password	*****
Relationship	-- Choose
3	


* This is the Username you used to enter to access this Student’s account (usually a combo of last name and initials)

** This is the Password you used to enter to access this Student’s account (usually based on their birthday)

5. Scroll to the bottom and click the Enter button to save and you are DONE!

7

Student Name	
Access ID	
Access Password	
Relationship	-- Choose

 **Enter**

Going forward, just go to the Parent Portal at <https://nla.powerschool.com> and enter the Parent/Guardian Username and Password you created in **Step 3**.

At the top of the Parent Portal, click on the **Student’s Name** switch between them:



For more information including a video please go to www.northlakesacademy.org

If you have further questions, please contact Mike Higgins mhiggins@northlakesacademy.org.