

# Sign In to the PowerSchool Student and Parent Portal

Before you can sign in to the PowerSchool Student and Parent portal, your username, and your password. If you do not have this information or have questions, contact your school.

**Note:** Do not use someone else's password or give your password to anyone else.

## How to Sign In to the PowerSchool Student and Parent Portal

1. Open your Web browser to

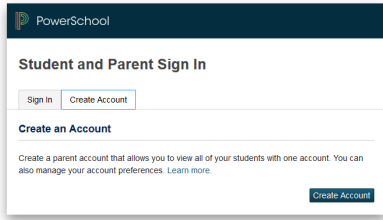
**<https://casb.powerschool.com>**

2. The Student and Parent Sign In page appears.

**Note:** If the Parent and Student Sign In page does not automatically appear, click the **Sign In** tab.

Field	Description
Select Language	Choose the language in which you want to view the PowerSchool Student and Parent portal from the pop-up menu. <b>Note:</b> If no more than one locale is configured, the pop-up menu does not appear.
Username	Enter your username.
Password	Enter your password. The characters appear as asterisks (*) to ensure greater security when you sign in. If you have forgotten your username or password, you can click <b>Forgot Username or Password?</b> For more information, see <a href="#">How to Recover Your Username</a> or <a href="#">How to Recover Your Password</a> .





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## Create a Parent Account

Use this procedure to create a new parent account. In order to create an account, you must have the Access ID and Password for at least one student enrolled in school. When creating the account, you will need the Access ID and password for each student you want to associate to your parent account. If you do not have this information or have questions, contact your school.

### How to Create a Parent Account

1. Open your Web browser to <https://casb.powerschool.com>  
The Student and Parent Sign In page appears.
2. Click the **Create Account** tab. The Create Account page appears.
3. Click **Create Account**. The Create Parent Account page appears.
4. Use the following table to enter information in the Create Parent Account page.

Field	Description
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Access Password	Enter the unique access password for the student. <b>Note:</b> If you do not have this information, contact your school.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu. <b>Note:</b> The relationship selected during account creation is for your reference only and is not displayed/used in the PowerSchool admin portal.

6. Click **Enter**. The Student and Parent Sign In page appears. To continue, see [How to Sign In to the PowerSchool Student and Parent Portal](#).

**Note:** If one of the following messages appears, re-enter your password accordingly:

- Current password is not correct.
- New password must be at least [number] characters long.
- New password must contain at least one uppercase and one lowercase letter.
- New password must contain at least one letter and one number.
- New password must contain at least one special character.
- The verification password you enter must match the new password.
- The password entered was previously used. Please enter a new password.

The next time you sign in to the PowerSchool Student and Parent portal, use your new password.

## Session Timeout

If you are not actively working in the PowerSchool Student and Parent portal, your session may time out. If so, you need to sign in again.

**Note:** In order to reload/restore the last page you were viewing/using, you must be using the same computer, same HTML5-compatible browser, and same portal. Additionally, if another user signs in after your session has timed out, your previous session cannot be reloaded/restored.

First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address. The email address you enter is used to send you select information, as well as account recovery notices and account changes confirmations. For more information, see <a href="#">Email Notifications</a> .
Desired Username	Enter the username you would like to use when signing in to the PowerSchool Student and Parent portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name.
Password	Enter the password you would like to use when signing in to the PowerSchool Student and Parent portal. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements.
Re-Enter Password	Enter your password again exactly as you entered it in the above field.

5. Use the following table to enter information in Link Students to Account section:

Field	Description
Student Name	Enter the first and last name of the student you want to add to your account. <b>Note:</b> Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.
Access ID	Enter the unique access ID for the student. <b>Note:</b> If you do not have this information, contact your school.

← → 🏠 [https://powerschool.careeracademysb.com/public/create\\_multi\\_student\\_account.html](https://powerschool.careeracademysb.com/public/create_multi_student_account.html)

PowerSchool

### Create Parent Account

**Parent Account Details**

<b>First Name</b>	<input type="text"/>
<b>Last Name</b>	<input type="text"/>
<b>Email</b>	<input type="text"/>
<b>Desired Username</b>	<input type="text"/>
<b>Password</b>	<input type="password"/>
<b>Re-enter Password</b>	<input type="password"/>

Password must:	-Be at least 7 characters long	-Contain at least one uppercase and one lowercase letter	-Contain at least one letter and one number	-Contain at least one special character
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**Link Students to Account**

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

<b>Student Name</b>	<input type="text"/>
<b>Access ID</b>	<input type="text"/>
<b>Access Password</b>	<input type="password"/>

## How to Add a Student to Your Parent Account

Use this procedure to add one or more students to your parent account. You will need an Access ID and Access Password. If you do not have this information or have questions, contact your school's PowerSchool administrator.

1. On the start page, click **Account Preferences** from the navigation menu. The Account Preferences – Profile page appears.
2. Click the **Students** tab.
3. On the Students tab, click the **Add** icon to add a student to your parent account. The Add Student dialog appears.
4. Use the following table to enter information in the applicable fields:

**Note:** The **Cancel** and **Save** buttons appear shaded until information is entered.

Student Name	Enter the first and last name of the student you want to add to your account. <b>Note:</b> Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.
Access ID	Enter the unique access ID for the student. <b>Note:</b> If you do not have this information, contact your school's PowerSchool administrator.
Access Password	Enter the unique access password for the student. <b>Note:</b> If you do not have this information, contact your school's PowerSchool administrator.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu. <b>Note:</b> The relationship selected during account creation is for your reference only and is not displayed/used in the PowerSchool admin portal.

5. Click **Submit**. The Add Student Dialog closes. The newly added student appears under My Students. Additionally, an account changes confirmation email is sent to your email address.

## Attendance History

The Attendance History page displays information about a student's attendance record for the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

### How to View Attendance History

On the start page, click **Attendance History** from the navigation menu. The Attendance History page displays the student's attendance record for the current term.

## Email Notifications

The Email Notifications page provides you with the ability to manage your parent account email preferences, including what information you would like to receive, how often you would like to receive the information, and any additional email addresses that you would like the information sent to. Email preferences may be applied to a single student or all students associated to your parent account.

### How to Set Up Email Notifications

1. On the start page, click **Email Notification** from the navigation menu. The Email Notifications: [Student Name] page appears.
2. Use the following table to enter information in the Contact Information section:

Field	Description
Recovery Email	The email address associated to your parent account. The selected information, as well as account recovery notices and account changes confirmations will be sent automatically to this email address. <b>Note:</b> To change your email address, see <a href="#">How to Change Your Account Preferences</a> .
Additional Email Addresses	Enter additional email addresses that you want the selected information to be sent to. You can include your primary email, recovery email, and any additional emails. Separate multiple addresses with commas.

	<p><b>Note:</b> If you include your recovery email, you will not receive duplicate emails.</p> <p><b>Note:</b> Information entered here will automatically be applied to all your students.</p>
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3. Use the following table to enter information in the What Information Would You Like to Receive section:

Field	Description
Summary of Current Grades and Attendance	Select this checkbox if you would like to receive this information.
Detail Report Showing Assignment Scores for Each Class	Select this checkbox if you would like to receive this information.
Detail Report of Attendance	Select this checkbox if you would like to receive this information.
School Announcements	Select this checkbox if you would like to receive this information.
Balance Alert	Select this checkbox if you would like to receive this information.

4. Use the following table to enter information in the Frequency section:

Field	Description
How often?	<p>Specify the rate at which you want to receive the selected information from the pop-up menu:</p> <ul style="list-style-type: none"> <li>• <b>Never</b></li> <li>• <b>Weekly</b></li> <li>• <b>Every Two Weeks</b></li> <li>• <b>Monthly</b></li> </ul>