



Creating your Single Sign-On Account for the PowerSchool Parent Portal

Parent Portal is a secure web application for parents to check their child's grades and attendance online, as well as request weekly or bi-weekly e-mail alerts regarding their child's grades. This is an upgraded application that allows parents with multiple children/students to have a single login and password.

This replaces all previous Parent Portal logins and passwords so please take the time to create an account and log into the application and set your preferences by following these step-by-step instructions. Please keep your login and password confidential.

1. Go to <http://www.bearcreekschool.com> and click on the "Parent Portal" link at the top of the page.
2. Click the **Create Account** tab is shown below:

A screenshot of the PowerSchool website's login page. At the top, there is a blue header with the "PowerSchool" logo. Below the header, there are two tabs: "Sign In" and "Create Account". A red arrow points to the "Create Account" tab. The main content area is titled "Student and Parent Sign In" and contains two input fields: "Username" and "Password". Below these fields is a link that says "Having trouble signing in?" and a blue "Sign In" button.

3. After you click the tab, click on the "Create Account" button as shown below:

A screenshot of the PowerSchool website's "Create an Account" page. At the top, there is a blue header with the "PowerSchool" logo. Below the header, there are two tabs: "Sign In" and "Create Account". The "Create Account" tab is selected. The main content area is titled "Create an Account" and contains a text box with the following 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.](#)". Below the text box is a blue "Create Account" button, which is highlighted with a red arrow.

4. A new page will appear for you to create your new account. Under the **Create Parent Account** section, you will need to fill in your first and last name, e-mail address, and a username and password you would like to create. Please remember and write down the username and password you create as you will use this to access your child’s grades.

The screenshot shows the 'PowerSchool' logo at the top left. Below it is the heading 'Create Parent Account'. The form consists of several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password' (with a small secondary box to its right), and 'Re-enter Password'. Below the fields is a note: 'Password must: •Be at least 6 characters long'.

5. Under the **Link Students to Account** section, enter your students’ name, access ID, access password, and relationship. Repeat this step for each child attending Bear Creek Community Charter School. The Access ID and Access password is listed in Step 6 of this guide and must be typed exactly as shown.

The screenshot shows the 'Link Students to Account' section. At the top, it says 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. There are two numbered sections, '1' and '2'. Each section contains four fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' field is a dropdown menu with '-- Choose' selected.

6. **Student Name:**
Access ID: *Please contact the main office for this information*
Access Password: *Please contact the main office for this information*

- After you enter all of your information, press enter at the bottom of the page. You will receive a message that your account was created successfully. You can login with the username and password you created in Step 4.

PowerSchool

Sign In Create Account

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

Student and Parent Sign In

Username

Password

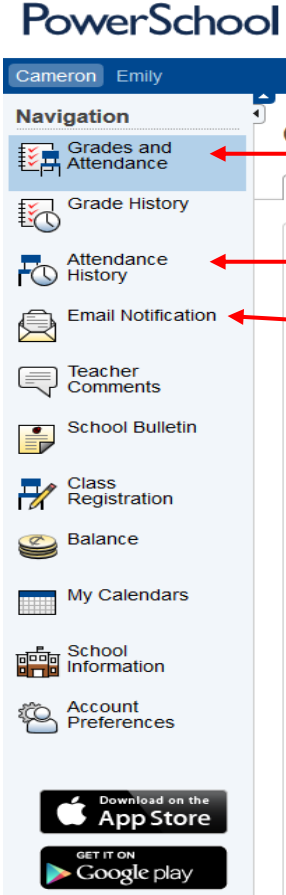
[Having trouble signing in?](#)

Sign In

- When you log in with your account, each of your students will have a tab in which you can view their individual information. The student you are currently viewing will be highlighted.



9. You can also access your students' grades, attendance history, and setup email notifications by clicking on the appropriate link as indicated below:



The image shows the PowerSchool navigation menu. At the top, the name 'Cameron Emily' is displayed. Below it, the 'Navigation' section lists several options: 'Grades and Attendance', 'Grade History', 'Attendance History', 'Email Notification', 'Teacher Comments', 'School Bulletin', 'Class Registration', 'Balance', 'My Calendars', 'School Information', and 'Account Preferences'. At the bottom of the menu are two buttons: 'Download on the App Store' and 'GET IT ON Google play'. Three red arrows point from text labels on the right to the 'Grades and Attendance', 'Attendance History', and 'Email Notification' links in the menu.

PowerSchool

Cameron Emily

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars
- School Information
- Account Preferences

Download on the App Store

GET IT ON Google play

Grades for the current school year.

Attendance records for the current school year.

Setup an e-mail schedule for different options, such as grade and attendance notifications.