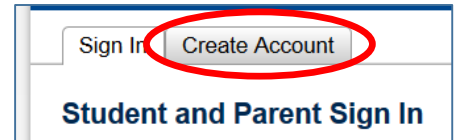


|| PARENT PORTAL ACCOUNT INSTRUCTIONS

PUC parents are able to access all of their children’s academic information through the PUC PowerSchool Parent Portal. Below are instructions for creating your parent portal account and adding your PUC students to the account.

Creating a Parent Portal Account

1. To access the PUC PowerSchool parent portal go to *powerschool.pucschools.org/public*.
2. Click on the tab for **Create Account**. From the Create an Account page, click on the **Create Account** button.
3. Complete the **Create Parent Account** portion, (see image below) with your information. Do not share your account with anyone. Each parent/guardian may create their own account.



NOTE: the email address MUST be unique. If parents/guardians share the same email address, only one account can be set up using that email

A screenshot of the 'Create Parent Account' form. It contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. Below the fields, there is a note: 'Password must: •Be at least 6 characters long'. A red arrow points from the 'Important' note box to the 'Desired Username' field.

Important: You will use the username and password that you set here to log in to the portal once your account is created. The password must be at least 6 characters.

4. In the **Link Students to Account** area, (see image below) enter the student’s full name, Access ID and Password and your relationship to the student. You may enter up to seven students. The Access ID and password are issued by your child’s school. Contact the school’s main office if you have not received this information.

NOTE: The Access ID and Password are case sensitive and should be entered exactly as provided

A screenshot of the 'Link Students to Account' form. It features a header: 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. Below this is a table with one row, numbered '1'. The fields are: 'Student Name', 'Access ID', 'Access Password', and 'Relationship' (a dropdown menu with '-- Choose' selected). A red arrow points from the 'Important' note box to the 'Access ID' field.

Each student has a unique **Access ID** and **Access Password**. Be sure to enter the correct information for your child(ren).

5. Click the **Enter** button to save your information. You will be redirected to the Sign In page. Use your new username and password to log in.
6. Once logged in, you will see your student(s) name(s) on the navigation bar, on the left side, below the PowerSchool icon. Click on the student’s name to view that student’s information (see sample image).

