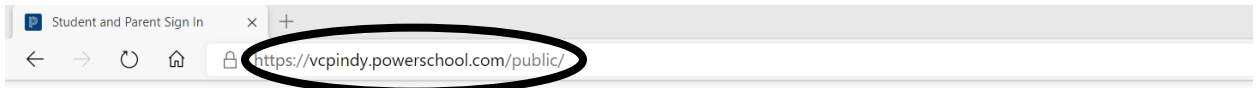


PowerSchool Login Instructions for Parents

First time parent/guardian users to PowerSchool must create an account to view their student's information in the database. The login information provided by your child's advisor, homeroom teacher, or during our Back to School Night is needed to create your account.

- 1) Go to: <https://vcpindy.powerschool.com/public/>

A screenshot of the PowerSchool SIS 'Student and Parent Sign In' page. The page has a blue header with the PowerSchool SIS logo. Below the header, there are two tabs: 'Sign In' and 'Create Account'. The 'Create Account' tab is selected. There is a 'Select Language' dropdown menu set to 'English'. Below that are input fields for 'Username' and 'Password'. A link for 'Forgot Username or Password?' is visible. A blue 'Sign In' button is at the bottom right. At the bottom of the page, there is a copyright notice: 'Copyright © 2005-2020 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.'

- 2) Click on "Create Account" tab option then click the blue "Create Account" button.

A screenshot of the PowerSchool SIS 'Student and Parent Sign In' page, showing the 'Create Account' section. The 'Create Account' tab is selected and circled in black. Below the tabs, there is a heading 'Create an Account' and 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, there is a blue 'Create Account' button, which is circled in black. A white 'Create Account' button is also visible below it. At the bottom of the page, there is a copyright notice: 'Copyright © 2005-2020 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.'

- 3) Complete the fields in the form. You will be able to create a unique username and password for future use.

The screenshot shows the 'Create Parent Account' form in the PowerSchool SIS system. The form is titled 'Create Parent Account' and is under the 'Parent Account Details' section. It contains several input fields: 'First Name', 'Last Name', 'Email', 'Re-enter Email', 'Desired Username', 'Password', and 'Re-enter Password'. The 'Password' field is split into two boxes. Below the fields, there is a note: 'Password must: •Be at least 8 characters long'.

- 4) Continue completing the form by adding all scholars who attend VCP. For this area of the account set up, you will need the form that you received from your scholar's homeroom teacher, advisor, or during our Back to School Night. You will enter this information for each of your scholar's.

A box containing the following text:
Your Parent/Guardian username: JaneD
Your Parent/Guardian password: jan

Link Students to Account

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

1

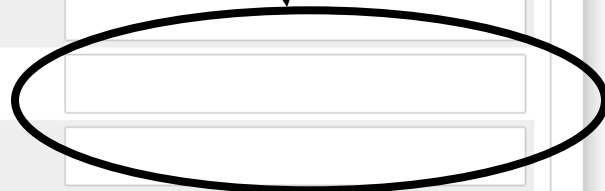
Student Name

Access ID

Access Password

Relationship

-- Choose



5) Once you complete all fields, click enter.

The image shows a screenshot of a web form for logging into PowerSchool. The form is titled with a small box containing the number '7'. It contains four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' field is a dropdown menu currently showing '-- Choose'. Below the form, there are two buttons labeled 'Enter'. The first 'Enter' button is a blue button with white text, and the second 'Enter' button is a white button with a grey border and black text. Both buttons are circled in black.

6) Please check your email for a verification email from PowerSchool. You will not be able to login to your account in PowerSchool until you do so. It may take an hour or more for the verification email from PowerSchool to populate in your account.

7) After you click on the verification link in your email you will be able to login to PowerSchool.