

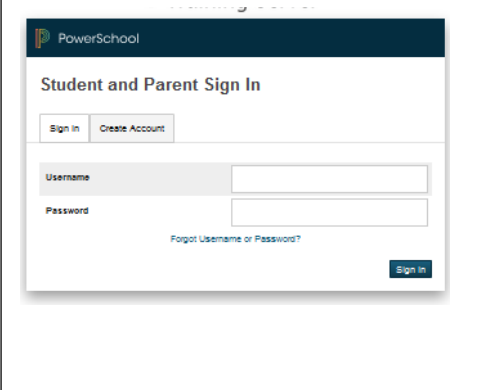
# WMRSD – SAU36 Parent Portal Users Guide

Please read this important information so you can access your students PowerSchool information. Parents/guardians will now have the ability to create an account that will allow you to access all your students from a SINGLE LOGIN. You will also be able to create your own User Names and Passwords.

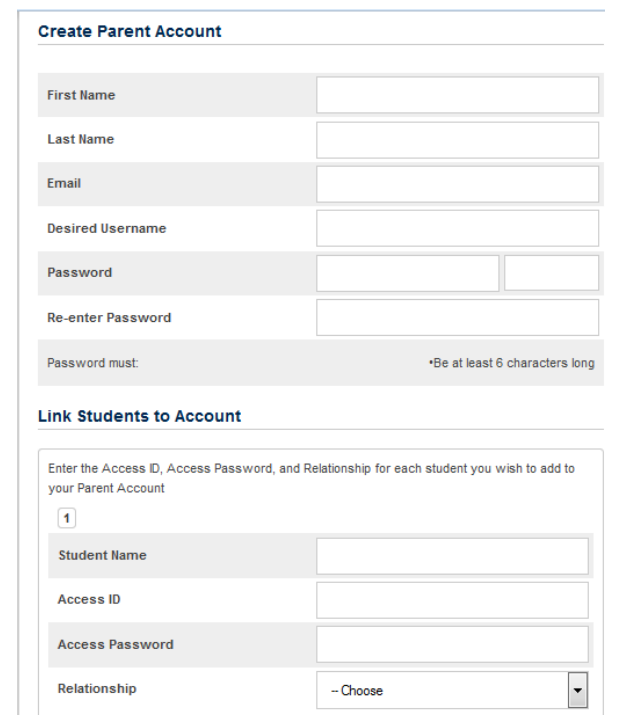
You will need to go to [www.sau36.org](http://www.sau36.org) and select the blue Powerschool button on the right side of the screen.

1. Click the tab that says Create Account and then click the button that says "Create Account" on the bottom right hand corner (EVERYONE HAS TO CREATE A NEW ACCOUNT, EVEN IF YOU HAVE ACCOUNTS FOR YOUR STUDENTS ALREADY)

**YOU WILL CREATE A BRAND NEW USERNAME AND PASSWORD. DO NOT USE THE STUDENTS ACCESS ID AND ACCESS PASSWORD HERE. YOU'LL USE THAT BELOW UNDER THE LINK STUDENTS TO ACCOUNT SECTION WHEN YOU ENTER YOUR STUDENTS. MAKE NOTE OF THE NEW USERNAME AND PASSWORD THAT YOU CREATE. THIS IS HOW YOU WILL LOGIN FROM NOW ON.**



2. The screen below will appear



Enter parents first name, last name and E-Mail address –

- User Name (No apostrophe's) and **lower case ONLY**.
- Password (No apostrophe's and it must be at least six characters) again, **lower case ONLY**.

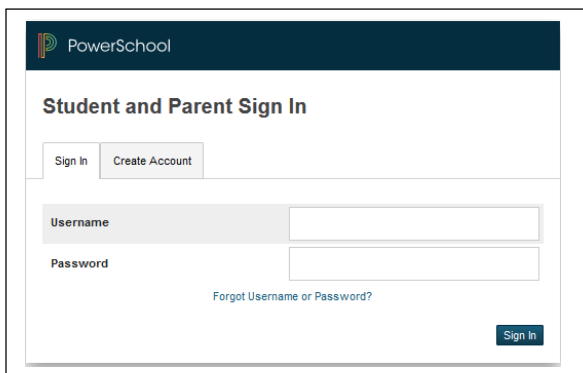
### Link Students to Account:

- This is where you will setup access to ALL your students.
- Enter the Name of each Student you wish to associate with.
- Enter the Access ID and Access Password you were given by your child's school. It's the same username and password you've used in past years to access Powerschool.
- Select the relationship you are to the student.

**NOTE:** Should you enter something incorrectly, when you hit Enter, the Edit checks will catch the error; but unfortunately, also blank out many of the fields you have entered. You must re-enter the information in it's entirety before the record is created.

3. Click Enter when you have completed this link to all of your students.

4. When you are successful, you will receive this message:



The screenshot shows the PowerSchool login interface. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right.

If Parent/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at a time.

After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your student family members.



- Select the appropriate name to change the page to that student's information.



## What if you forget your login information?

On the login page click on Forgot Username and Password?

### If you forgot your Password:

- Fill in your User Name
- Fill in your E-Mail Address
- Hit Enter

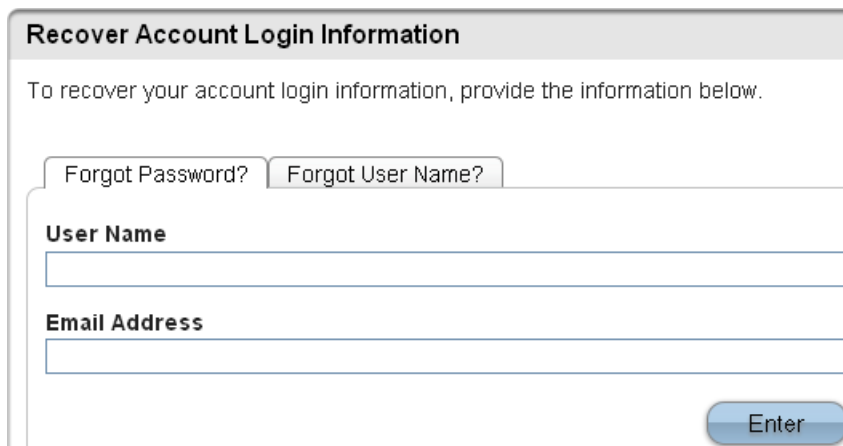
The system will authenticate your information and send you a Security Token with instructions on how to re-set your Password to the E-Mail address listed.

**It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to re-set the Password in that allotted time, you will need to repeat the process.**

### If you forgot your User Name:

- Click on the Forgot User Name tab
- Enter your E-Mail Address
- Hit Enter

The system will authenticate your information and send you an E-Mail listing your User Name.



The screenshot shows the "Recover Account Login Information" form. It has a title bar "Recover Account Login Information" and a subtitle "To recover your account login information, provide the information below." There are two tabs: "Forgot Password?" and "Forgot User Name?". Below the tabs are two input fields: "User Name" and "Email Address". A blue "Enter" button is at the bottom right.