

DIRECTIONS TO ACCESS THE POWERSCHOOL PARENT PORTAL

Go to: <https://craven.powerschool.com/public/home.html>

The screenshot shows the PowerSchool website's parent sign-in and account creation interface. At the top, the 'PowerSchool' logo is displayed. Below it, the 'Parent Sign In' section contains a 'Username' field, a 'Password' field, a 'Having trouble signing in?' link, and a 'Sign In' button. A horizontal dotted line separates this from the 'Create an Account' section. The 'Create an Account' section includes a descriptive paragraph about creating a parent account and a 'Create Account' button. A blue arrow points from the text 'Select Create Account Button' to the 'Create Account' button. At the bottom of the page, there is a copyright notice: 'Copyright© 2005 - 2013 Pearson Education, Inc., or its affiliate(s). All rights reserved.' and a small social media icon.

Select Create Account Button

The screenshot shows the 'Create Parent Account' form. It features several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. A grey button is positioned to the right of the 'Password' field. Below the fields, the text 'Password must:' is followed by a list of requirements: '•Be at least 7 characters long', '•Contain at least one uppercase and one lowercase letter', '•Contain at least one letter and one number', and '•Contain at least one special character'.

Fill in your information. Use your desired username and password here, NOT the information from the letter. Pay attention to the password requirements.

Link Students to Account

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

	Student Name	Access ID	Access Password	Relationship
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾

Here is where you will use the information in the letter. Enter your student's name in the first blank. Then in the second blank, Access ID, enter the code listed as "Your Confidential ID" on the Parent Portal letter. In the third blank, Access Password, enter the password listed as "Your Password." Finally, choose your relationship to the student (ie mother, father, etc.). If you have additional students at the school, enter the codes from their letters here as well and then Enter.

Once your account is successfully created, use your desired Username and Password from step 1 to log in.

Available Features:

Grades and attendance checks are available. We recommend using the e-mail option to set up an e-mail schedule to receive progress reports via e-mail.

Select a teacher's name to e-mail the teacher.

More features will be added as the school moves forward with this new tool.

General Information:

Q1 is the first 9-weeks grade, and Q2 is the second 9-weeks grade. The S1 will eventually convert to the final semester's grade but is not accurate at this time. You may not see a grade at all for S1. All teachers have processes for updating their gradebooks, so assignments may not be 100% accurate at any given moment. Teachers are required to have grades updated on the Seminar Check dates. These dates are available on the school's website and will be advertised as they occur via a BlackBoard Connect phone message to parents.

You have also received your student's log-in information on the letter. Please keep this for his/her reference. Each student received a yellow card with this information as well. Students cannot select or change their usernames and passwords, so this information is very important and is used by students not only as a grade check but also for state and district testing.

Please feel free to e-mail the individual teacher if you have concerns.

Contact the school office at 252-444-5112 if you need additional assistance with the log-in process.