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Directions for Using the Parent Component of PowerSchool

Student Name:

Teacher:

- Log-on to Internet and type in the URL address. District Code: **LKPT**

<https://powerschool.central.k12.ca.us/public/>

- In order to create a parent account you will need:

Access ID:

Access Password:

Follow the directions on the backside of this letter to create an account

- If you already have a parent account enter your username and password
- Click on the **Sign In** button.
- You will be looking at a screen that has Grades and Attendance. On the right side of the screen you will see columns marked T1, T2, and T3. The T's stand for each grading trimester. The grade you see under the correct trimester will be the most current grade for that trimester. For example, if it is first trimester, you will need to look under T1 in order to view the correct grade.
- To see individual assignment grades, choose the correct trimester (1st, 2nd, or 3rd) and teacher. Then click on the current final grade that is in blue. You will see all the assignments with the grade for each assignment. You can also view the total percentage your child has in that class by looking toward the top under the Final Grade column.

You can click on an actual assignment that is in blue to see a description of the assignment. If the assignment is in black, there is no description.

- You will see a variety of other buttons or icons in the left navigation. At this time, the Central Union School District is only using the Attendance History and Score Reports buttons.
- Click on the Logout button when finished. The Logout button is located in the top right-hand corner.

Thank you for using the parent component of PowerSchool.

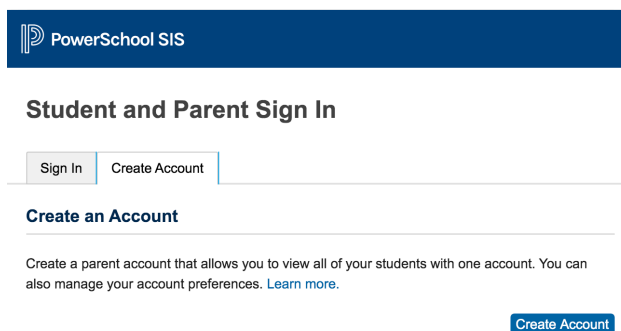
Parent Single Sign-On Quick Reference Guide

Parent Single Sign-In enables parents to create their own PowerSchool account, choosing the username and password they wish to use, and then assign each of their children to their account. Enabling this feature requires all parent/guardians to **create an account** to initialize new access to PowerSchool. Before you begin, make sure you have received your confidential parent/guardian access ID and password assigned to you for each child, issued by the school.

The web address for Central Union School District parents/guardians to login to PowerSchool is:

<https://powerschool.central.k12.ca.us/public/>

To get started, click on the **Create Account** tab on the login page as indicated in the snapshot and select **Create Account** button.



The screenshot shows the PowerSchool SIS login page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the text 'Student and Parent Sign In' is displayed. There are two tabs: 'Sign In' and 'Create Account', with 'Create Account' being the active tab. Underneath the tabs, the heading 'Create an Account' is visible. Below this heading, there is a short 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 of this section, there is a blue button labeled 'Create Account'.

The first section on the new page, **Parent Account**

Details, requires you to enter the following information necessary to establish your new

parent/guardian account: your first and last name, the email address you wish to use to receive

communications from PowerSchool; and a unique

username and password with which you will use to login to PowerSchool. Keep the username simple, using letters and numbers, no spaces. The password must be at least 8 characters. Re-enter the

password to ensure you did not mistype it the first time. Understand that your password is the key to securing your account. Do not share your account information with anyone! (Each parent/guardian

may create their own account.) The stronger the password, the more secure it is. Using a combination of letters, numbers, punctuation and symbols will produce a stronger password.

The second section on this page, **Link Students to Account**, requires you to enter the following

information for at least one student: student's name, Access ID (*provided by school*), Access password (*provided by school*), and your relationship to the student. **The password is case-sensitive.** Be sure to enter the access ID and password exactly as provided to you or you will receive

an invalid information error. You may enter the information for up to seven students. If you have more than seven students you will need to create more than one account. Be sure to click the **Enter** button

to save your account information!

As you save your information, you will receive an error message if any piece of information is missing or incorrect. If you receive an error, be sure to correct or fill in missing information, retype your password and access passwords and save once more. Once you have successfully created your new account, use your new username and password to login to PowerSchool.

How to Add Additional Students

If you need to add additional students you may do so after logging in by clicking on the **Account Preferences** icon, clicking on the **Students** tab, and then clicking on **Add** button.

Enter the student's **Access ID** and **Access Password** (provided by the school) for each student you want to add.



The form consists of four rows. The first row is 'Student Name' with a text input field. The second row is 'Access ID' with a text input field. The third row is 'Access Password' with a text input field. The fourth row is 'Relationship' with a dropdown menu showing '-- Choose' and a downward arrow.