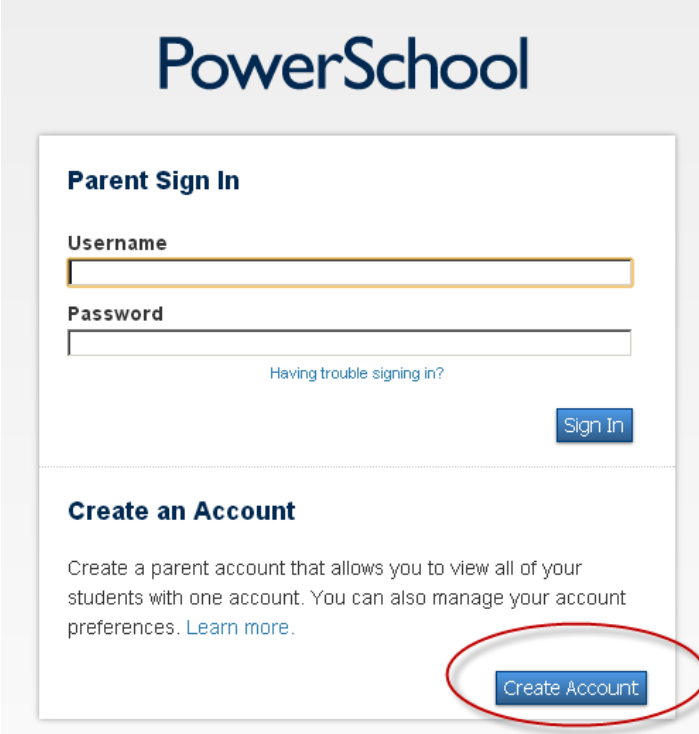


## How to create a Parent/Guardian Account

Each parent must create an account to use PowerSchool. (This is a one-time process, once created, you'll never need to create an account again.) You will need your student's Access ID & Access Password in order to create your new account. This can be obtained from the school's office. This feature of PowerSchool will allow each parent to have his/her own username and password. It will also allow parents of multiple children to combine accounts.

Step 1 - Open your web browser to <https://powerschool.brookfield.k12.ct.us/public> OR click the PowerSchool Public Portal link on the main page of the district website – <http://www.brookfield.k12.ct.us>

Step 2 - Below the login box click CREATE AN ACCOUNT.

The image shows the PowerSchool login and account creation interface. At the top is the 'PowerSchool' logo. Below it is a 'Parent Sign In' section with 'Username' and 'Password' input fields, a 'Sign In' button, and a link for 'Having trouble signing in?'. Below the login section is a 'Create an Account' section with descriptive text and a 'Create Account' button. The 'Create Account' button is circled in red.

Step 3 - To create a parent/guardian account, fill in all of the boxes.

Step 4 – At the bottom of the page in the “Link Students to Account” section, there will be enough spaces to include up to seven children. Enter student's name, relationship and Access codes that were created in PowerSchool for your student. Student Access codes were mailed home during the New Student Registration Process.

*Make sure you type the Access ID and Password correctly, both fields are CASE SENSITIVE*

Step 5 - Click ENTER

Step 6 - PowerSchool Login screen will display with the message –

*Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.*

Step 7 - Enter newly created Username and Password in the login screen

Step 8 - Click SUBMIT

Step 9 - You now have the name(s) of your students on tabs in the upper left corner under the PowerSchool logo, combined into one account.

Step 10 - To view each individual student's portal information, click on the tab displaying the student's name. Once clicked, data will appear for that student.

