

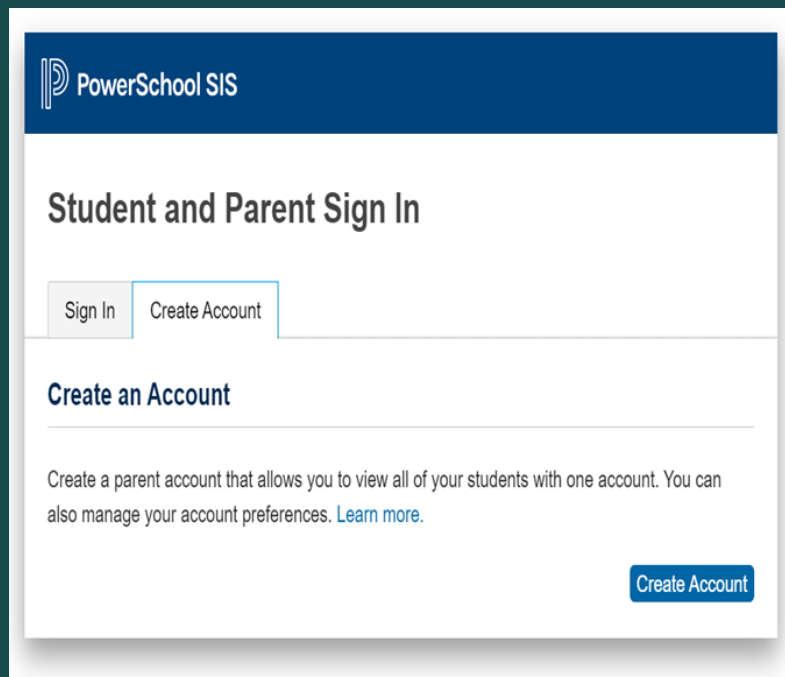


# HOW TO CREATE YOUR POWERSCHOOL PARENT ACCOUNT



The 1<sup>st</sup> step is to go to [www.tbcsc.powerschool.com/public](http://www.tbcsc.powerschool.com/public)

Click on the Create Account tab



Click on Create Account



Next, you will enter your personal information here.

Please make sure when creating your password that it is at least 8 characters long it has at least 1 upper and 1 lowercase letter, it contains at least 1 number and at least 1 special character (example: !@#\$%^&)



PowerSchool SIS

### Create Parent Account

Parent Account Details

First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Email	<input type="text"/>	
Re-enter Email	<input type="text"/>	
Desired Username	<input type="text"/>	
Password	<input type="password"/>	<input type="password"/>
Re-enter Password	<input type="password"/>	

Password must: •Be at least 8 characters long •Contain at least one uppercase and one lowercase letter •Contain at least one letter and one number •Contain at least one special character

Enter your child's/children's first and last name.

Enter the Access ID and Access Password that was provided to you by the school. If you have more than one child enrolled at TBCSC, you will have a unique Access ID and Access Password for each child. Be sure to enter the Access Password exactly as it was provided to you as it is case sensitive.

Also, don't forget to enter your relationship to the  child/children.

public/create\_multi\_student\_account.html

### 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	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose <input type="button" value="v"/>

2

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose <input type="button" value="v"/>

When you've finished entering the names of the child/children hit enter.

A confirmation email will be sent to you soon after. Once you receive your email from PowerSchool, you'll need to click on the link to verify your account. Once your account has been verified, you'll be able to log into PowerSchool to view your child's information and complete forms.

The screenshot shows a web form with two sections, labeled 6 and 7. Each section contains four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' field is a dropdown menu with '-- Choose' selected. At the bottom right of the form, there is a blue button labeled 'Enter'. A purple arrow points from the text 'Don't forget to hit enter!' to this button.



Don't forget  
to hit enter!

That's it, you're all done!  
Great job!

Feel free to contact the Main Office at 718-402-3300 or email [powerschool@tbcsc.org](mailto:powerschool@tbcsc.org) if you would like to request:

- The unique Access ID(s) or Password(s) for your child(ren);
- A password reset; or
- Support with setting up your account

Thank You!

