## **Setting up the PowerSchool and Unified Classroom Accounts**

## If you prefer a follow-along video please go to

https://docs.powerschool.com/UCHSP#Student/ParentsHelp-parentid\_video

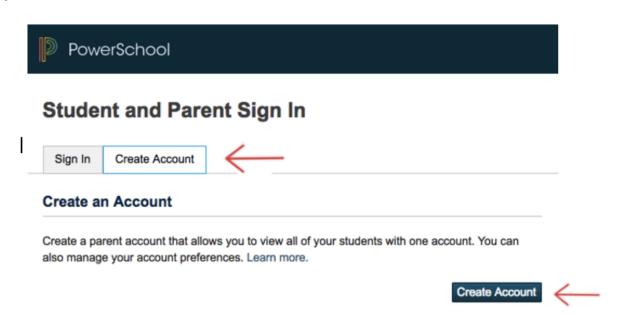
- **Step 1:** Go to Windham School District website (http://www.windhamsd.org)
- Step 2: Click on "For Parents" tab, click on PowerSchool



If you have <u>never</u> logged into PowerSchool before, you will need to start by creating a parent account.

Note - If you've logged into PowerSchool previously (ex: an account was created for an older child in previous year) skip to step 8.

**Step 3:** Click on "Create Account" tab and click "Create Account" button



**Step 4:** Fill in parent information (First Name, Last Name, email, password etc) and keep record of the username and password. You'll need this in a later step.

\*Username here cannot be email address\* **PowerSchool Create Parent Account Parent Account Details** First Name Rory Last Name O'Connor therealroryOC@gmail.com **Desired Username** RoryOC Password ...... Re-enter Password ...... Password must: ·Be at least 6 characters long

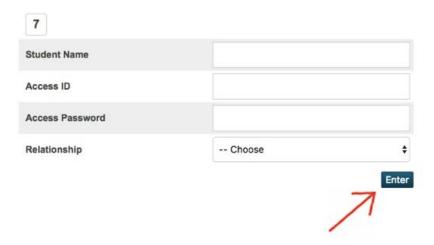
**Step 5:** To link a student to your account, enter the Student Name, Access ID, and Access Password, and your relationship to the student (Father, Mother, etc.). Your student specific Access ID and Password can be found at the top of page 1.

**Link Students to Account** 

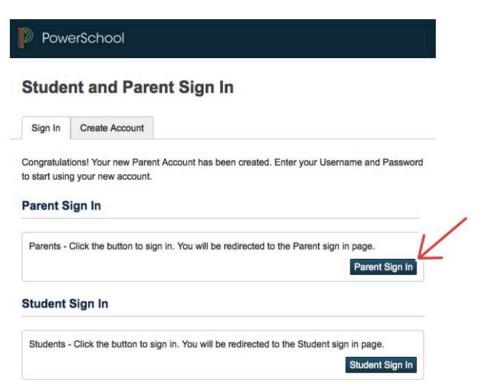
## Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account 1 Student Name Jane O'Connor Access ID Joc Access Password Relationship Father \$

**Step 6:** Please understand that you can enter up to 7 students at this stage OR add other students at a later time.

**Step 7:** After you have entered all of your students scroll down and Click Enter.



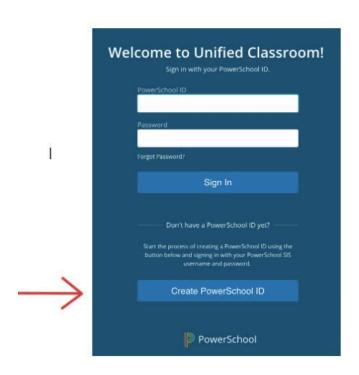
**Step 8:** You will be returned to the Student and Parent Sign In page, click the "Parent Sign-In" button.



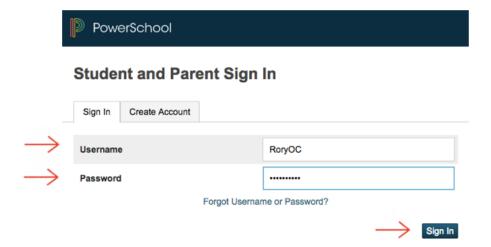


## PLEASE READ NEXT STEP

**Step 9:** Now we'll start to create your Unified Classroom ID! Click "Create PowerSchoolID" button



Step 10: Use the Parent Portal username and password that you just created to login.



Step 11: Click "Sign In" button.

**Step 12:** You will see a message indicating that you need to create your PowerSchool ID. Click Continue.



**Step 13:** Enter your email address and create a password. Password can be any password of your choosing, including one you've already used.

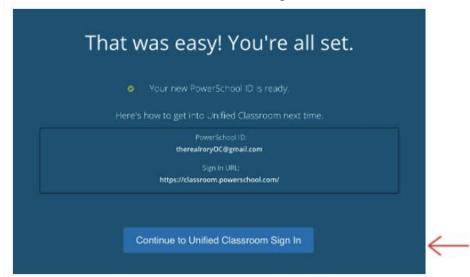
<u>ATTN WSD Employees</u>: Do <u>NOT</u> use your WSD email in this step.

**Step 14:** Please record your email and password combination for future reference.

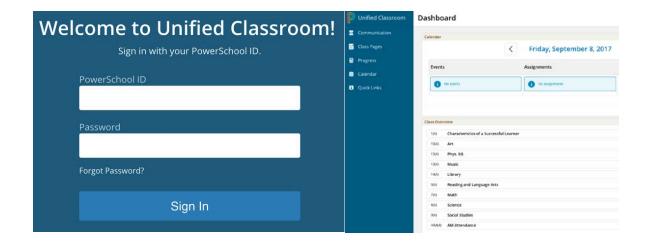
**Step 15:** Click "Create PowerSchool ID" button.

nified Classroom uses a r	new global PowerSchool ID.	Please enter a new u	username and passwo	rd.
	Email			
0	therealroryOC@gmail.com			
	New Password	SHOW		
0		SHOW		
	Retype Password			
	********	SHOW		
	Create PowerSo	chool ID		

Step 16: Click "Continue to Unified Classroom Sign in"



**Step 17:** Login with your newly created Unified Classroom username and password. Click Sign In.



**Step 18:** For future reference, please note in the message from PowerSchool you will want to bookmark the new sign in url: classroom.powerschool.com for all future sign ins or use the Unified classroom link also located under For Parents on our District Website.



