

PLACE  
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HERE

Welcome to PowerSchool! PowerSchool helps your school access and maintain student, staff, and schedule information.

PowerSchool is a database application that runs on a server, which is the center of your student information system.

PowerSchool uses the Internet to facilitate student information management and communication among school administrators, teachers, parents, and students.

PEARSON

Jefferson County School District 509-J

445 SE Buff Street, Madras, OR 97741

# PowerSchool Parent Portal User Guide

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, and even personal messages from the teacher.

Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their gradebook to make decisions on what information they want to share with parents and students.

PowerSchool

## How to Create a Parent/ Guardian Account

When creating the account, you will need the Access ID and password for each student you want to associate to your parent/guardian account. If you do not have this information, contact your school's secretary.

- Open your Web browser to our District PowerSchool Parent Portal URL:  
  
<https://jcsd.509j.net/public/home.html>
- The Log In page appears. Click **Create Account**. Enter information in the Create Parent/Guardian Account section:

**First Name** Enter your first name.

**Last Name** Enter your last name.

**Email** Enter your email address.

**Desired User Name:** Enter the user name you would like to use when logging into the PowerSchool Parent Portal. **The user name must be unique.** If you enter a user name that is already in use, you will be prompted to select or enter another user name.

**Password** Enter the password you would like to use when logging into the PowerSchool Parent Portal. **The password must be unique and a minimum of 6 characters.**

**Re-enter Password** Re-enter the password The password you enter must match the password entered in the **Password** field.

Follow the instructions on the next page: Link Students to Account

## Link Students to Account

**Student Name** Enter the first and last name of the student you want to add to your account.

**Note:** *Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.*

**Access ID:** Enter the unique access ID for the student.\*\*

**Access Password:** Enter the unique access password for the student.\*\*

**\*\*Note:** If you do not have this information, contact your school's secretary.

## How to add more Students to your Account

You will need an Access ID and Access Password for each student. If you do not have this information, contact your school's secretary.

1. On main menu, click Account Preferences.
2. Click the Students tab.
3. On the Students tab, click the Add icon to add a student to your parent/guardian account.

Enter information in the fields as directed above in Link Students to Account. *Note: The Cancel and Save buttons appear shaded until information is entered.*

Questions? Contact

JCMS 541-475-7253

WSK8 541-553-1128

MHS 541-472-7265

## How to Recover a Password

1. Open your Web browser to our District PowerSchool Parent Portal URL:  
<https://jcsd.509j.net/public/home.html>
2. Click Having trouble logging in? The Recover Account Login Information page appears.
3. Click the Forgot Password? tab, if needed.
4. Enter your user name in the first field.
5. Enter your email address in the second field.
6. Click Enter. A confirmation message appears indicating an email has been sent to you with instructions for resetting your password.

*Note: The security token is only valid for 30 minutes. If it expires before you can reset your password, perform the How to Recover Your Password again.*

## How to Recover a User Name

1. Open your Web browser to our District PowerSchool Parent Portal URL:  
<https://jcsd.509j.net/public/home.html>
2. Click Having trouble logging in? The Recover Account Login Information page appears.
3. Click the Forgot User Name? tab.
4. Enter your email address in the first field.
5. Click Enter. A confirmation message appears indicating an email has been sent to you with your current user name.