

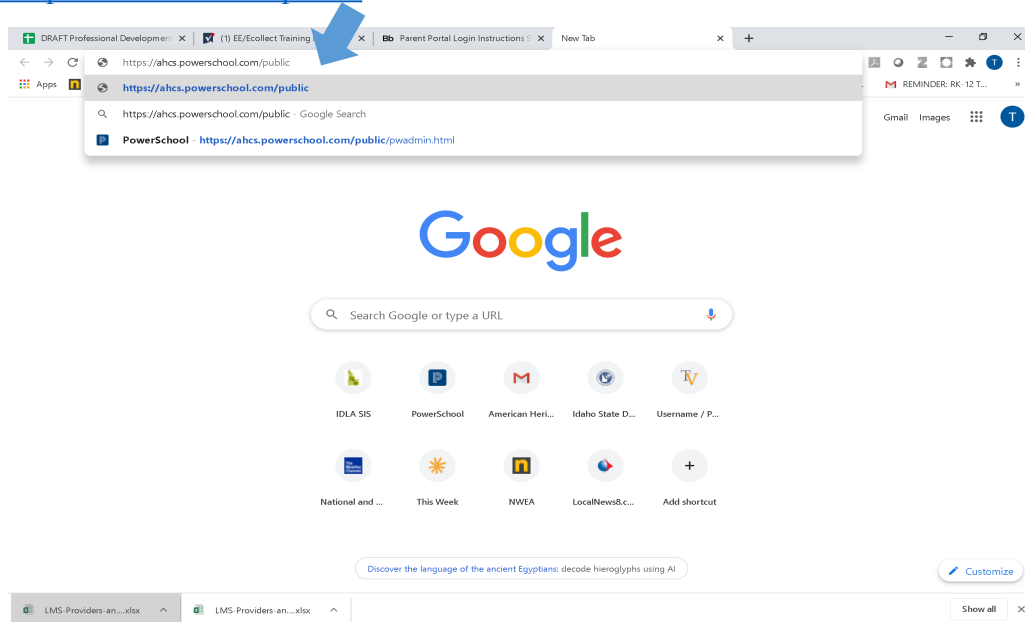
## PowerSchool Parent Portal Initial Log In Instructions and Student Registration

Each parent must create an account in order to register their student(s). If you had a previous account access, you will not need to create a new account. You will need an Access ID and an Access Password for each of your student(s) to create your account. These can be obtained by calling the school at (208)529-6570. PowerSchool's Parent Portal will allow each parent to have his/her own user name and password.

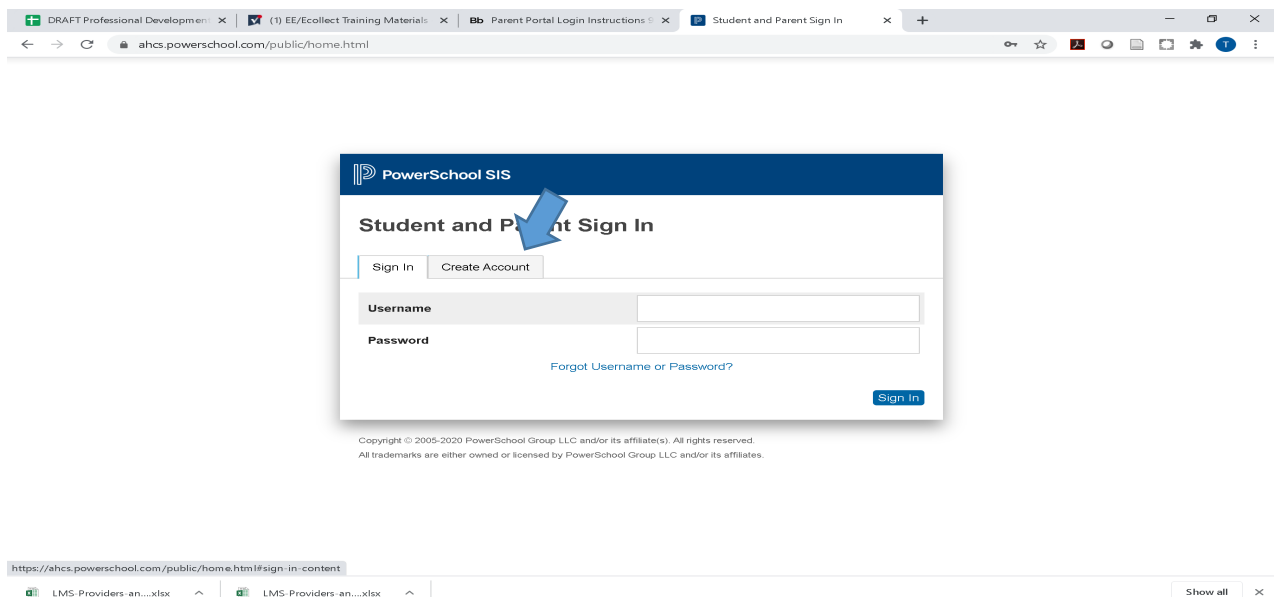
### Directions:

1. Open a web browser to the PowerSchool Parent Portal using this web address:

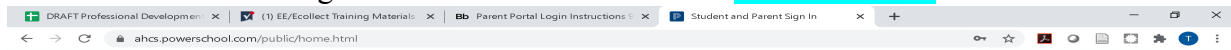
<https://ahcs.powerschool.com/public>



2. On the parent portal page click on the tab **Create Account**.

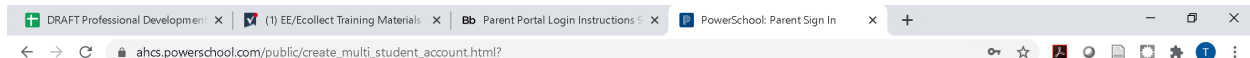


3. Then on the bottom right hand corner click the button **Create Account**.



<https://ahcs.powerschool.com/public/home.html#create-account-content>

4. In the “**Create Parent/Guardian**” section, fill in all off the boxes, including your newly created user name and password. Please make sure you write your user name and password somewhere where you can reference it at a later time if needed.



**PowerSchool SIS**

### Create Parent Account

**Parent Account Details**

First Name	Test
Last Name	Parent
Email	testparent@gmail.com
Re-enter Email	testparent@gmail.com
Desired Username	testparent
Password	..... Better
Re-enter Password	.....

Password must: •Be at least 8 characters long

[Link Students to Account](#)

5. At the bottom of the page, in the “**Link Students to Account**” section, there will be enough spaces to include up to seven names of children. You must know the Access ID and Access Password for each child’s account. If you do not know the Access ID and Access Password, please contact the school’s office at (208)529-6570. The Access ID and Passwords are case sensitive.

The screenshot shows the 'Link Students to Account' section of the PowerSchool Parent Sign In portal. The page has a header with navigation links and a main content area. The 'Link Students to Account' section is titled and contains a form with three numbered rows for adding students. Each row has fields for Student Name, Access ID, Access Password, and Relationship. Blue arrows point to the first three rows.

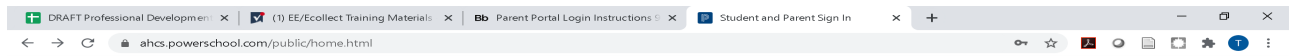
1	2	3
Student Name	Test Child	Test Child 2
Access ID	Mickey	Mouse
Access Password	*****	*****
Relationship	Mother	Mother

6. Then scroll down to the bottom of this page and click **Enter** to create your new account.

The screenshot shows the bottom of the PowerSchool Parent Sign In portal. The page has a footer with copyright information. The main content area shows the 'Access ID', 'Access Password', and 'Relationship' fields for adding a student. A blue arrow points to the 'Enter' button at the bottom right.

6	7
Access ID	
Access Password	
Relationship	-- Choose

7. You will now need to log in to the system by entering your new username and password and clicking the **Sign In** button located on the bottom right hand corner.

A screenshot of the PowerSchool SIS login form. The form is titled 'Student and Parent Sign In'. It has two tabs: 'Sign In' and 'Create Account'. The 'Sign In' tab is active. The form has two input fields: 'Username' with the value 'testparent' and 'Password' with the value '\*\*\*\*\*'. Below the password field is a link 'Forgot Username or Password?'. At the bottom right of the form is a blue 'Sign In' button. Three blue arrows point to the 'Sign In' button, the 'Username' field, and the 'Password' field. The footer contains copyright information: 'Copyright © 2005-2020 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.'

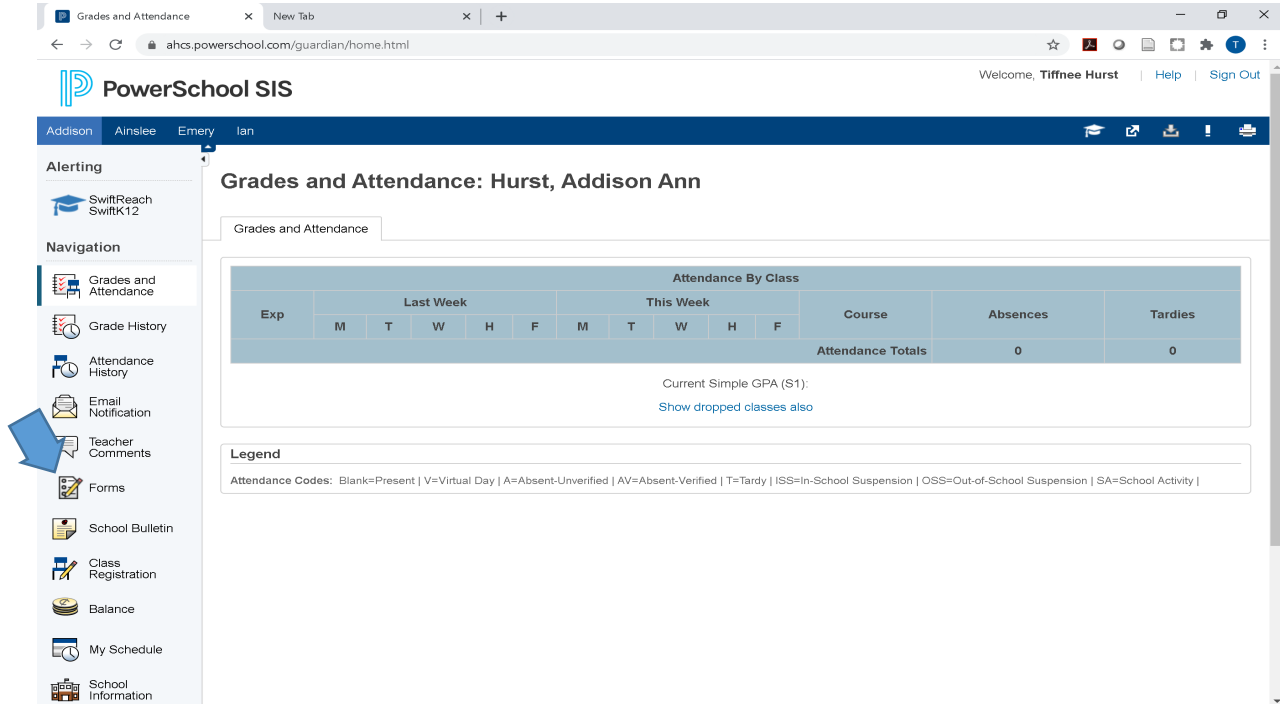
8. Once inside your Parent Portal, you may switch between each of your students by clicking on their names at the top left hand corner.

A screenshot of the PowerSchool SIS Parent Portal. The browser's address bar shows 'ahcs.powerschool.com/guardian/home.html'. The page has a blue header with the PowerSchool SIS logo and a welcome message 'Welcome, Tiffnee Hurst' with 'Help' and 'Sign Out' links. Below the header is a navigation bar with student names: 'Addison', 'Ainslee', 'Emery', and 'Ian'. The 'Addison' tab is selected. The main content area is titled 'Grades and Attendance: Hurst, Addison Ann'. It has a 'Grades and Attendance' tab. Below the tab is a table titled 'Attendance By Class'. The table has columns for 'Exp', 'Last Week' (M, T, W, H, F), 'This Week' (M, T, W, H, F), 'Course', 'Absences', and 'Tardies'. The 'Attendance Totals' row shows '0' for 'Absences' and '0' for 'Tardies'. Below the table is the text 'Current Simple GPA (S1):' and a link 'Show dropped classes also'. At the bottom is a 'Legend' section with the text 'Attendance Codes: Blank=Present | V=Virtual Day | A=Absent-Unverified | AV=Absent-Verified | T=Tardy | ISS=In-School Suspension | OSS=Out-of-School Suspension | SA=School Activity |'. On the left side of the page is a sidebar with 'Alerting' and 'Navigation' sections. The 'Alerting' section has a 'SwiftReach SwiftK12' link. The 'Navigation' section has links for 'Grades and Attendance', 'Grade History', 'Attendance History', 'Email Notification', 'Teacher Comments', 'Forms', 'School Bulletin', 'Class Registration', 'Balance', 'My Schedule', and 'School Information'.

## Registration:

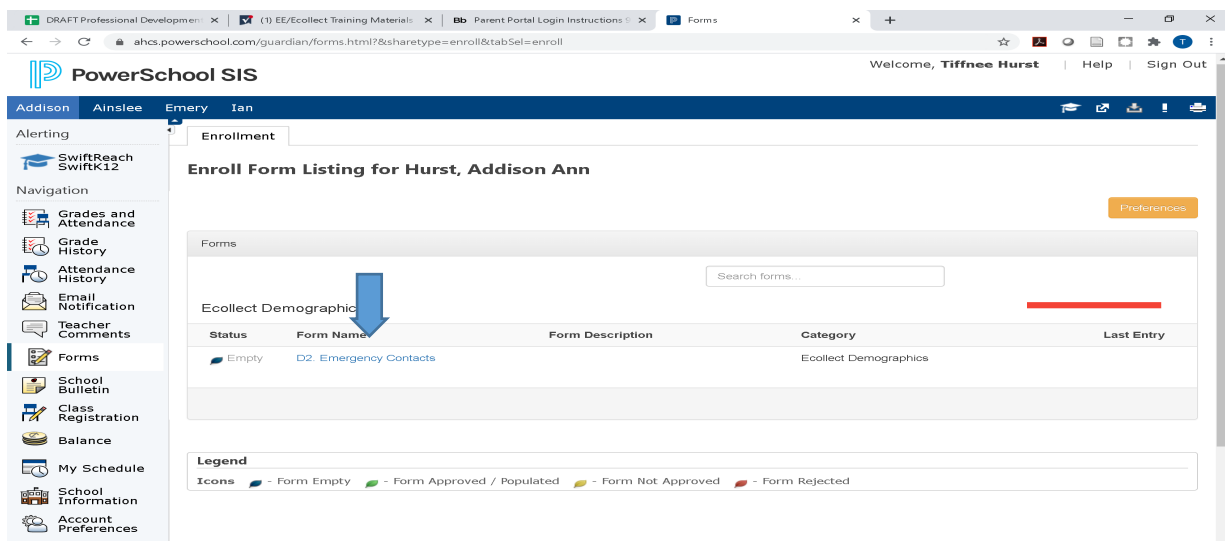
Registration will take place within the Parent Portal. **You will need to do the following steps for each of your children you are registering for school.**

1. In the Parent Portal you will have menu bar on the left hand side of the screen. On this menu bar please click on **Forms** for your first student you will be registering for school.



The screenshot shows the PowerSchool SIS Parent Portal interface. The navigation menu on the left has the 'Forms' option highlighted with a blue arrow. The main content area displays 'Grades and Attendance: Hurst, Addison Ann'. Below this, there is a table titled 'Attendance By Class' showing attendance data for 'Last Week' and 'This Week'. The table includes columns for 'Exp', 'M', 'T', 'W', 'H', 'F', 'M', 'T', 'W', 'H', 'F', 'Course', 'Absences', and 'Tardies'. The 'Attendance Totals' row shows 0 absences and 0 tardies. Below the table, it states 'Current Simple GPA (S1):' and provides a link 'Show dropped classes also'. A legend at the bottom explains attendance codes: Blank=Present, V=Virtual Day, A=Absent-Unverified, AV=Absent-Verified, T=Tardy, ISS=In-School Suspension, OSS=Out-of-School Suspension, SA=School Activity.

2. In the “**Form Section,**” please fill out each form that is listed in this section. You can open each form by clicking on the blue hyperlink.



The screenshot shows the 'Enroll Form Listing for Hurst, Addison Ann' page. The navigation menu on the left has the 'Forms' option highlighted with a blue arrow. The main content area displays a table of forms. The table has columns for 'Status', 'Form Name', 'Form Description', 'Category', and 'Last Entry'. The first row shows a form named 'Ecollect Demographic' with a status of 'Empty' and a blue arrow pointing to the 'Form Name' column. A search bar is located above the table. A legend at the bottom explains the form status icons: Empty (blue), Approved / Populated (green), Not Approved (yellow), and Rejected (red).

3. Please review the information you find within the form and update any information that may have changed or needs added. Then click submit.

4. When you get the green check mark stating form submitted, please click on **Forms** and continue steps two and three for each form that is listed or click on the tabs at the top for each enrollment category. When you have finished all of forms and have more students to enroll, find your next child's name at the top left hand side and click their name to enter their screen and follow steps one through three to register them.

If you have any questions or need support, please call the school at (208)529-6570. Thank you.

