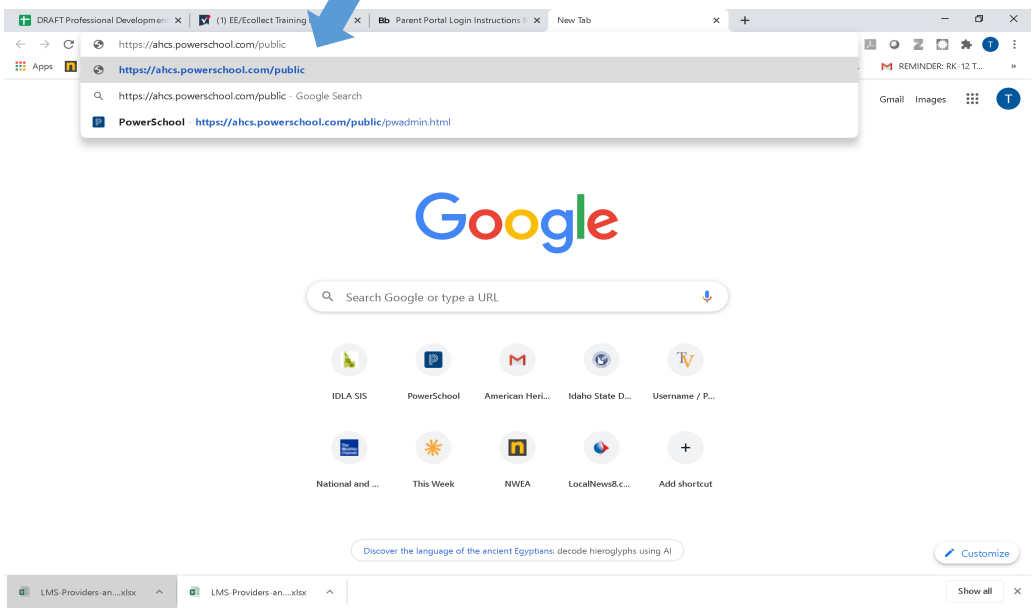
PowerSchool Parent Portal Initial Log In Instructions and Student Registration

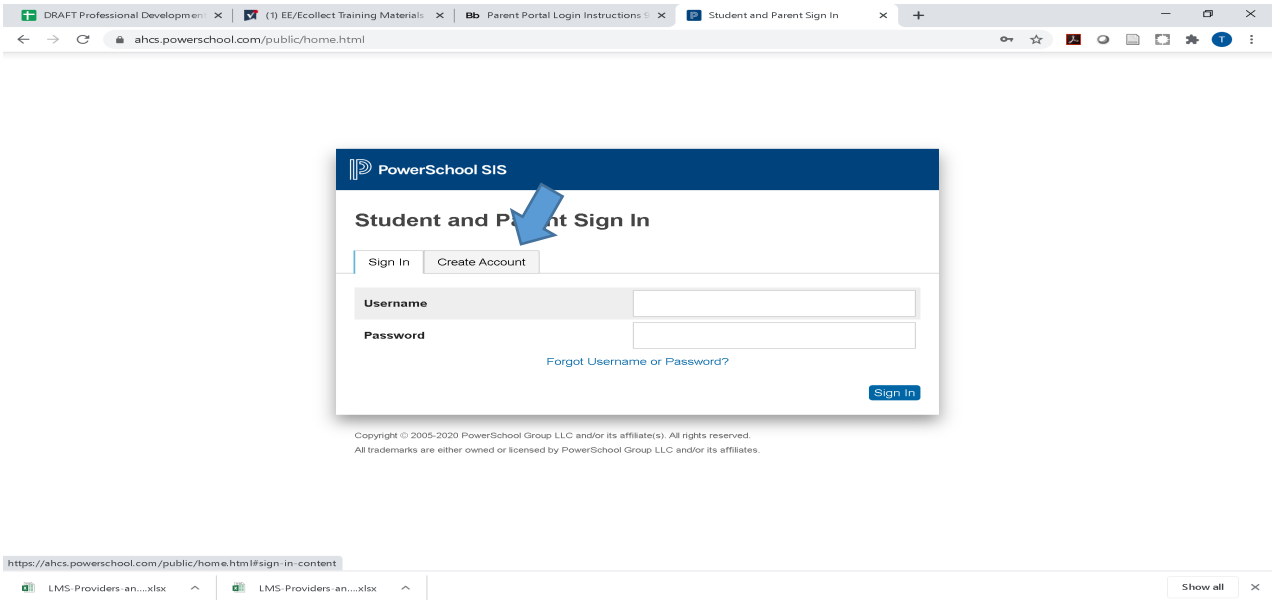
Each parent must create an account in order to register their student(s). If you had a previous account access, you will not need to create a new account. You will need an Access ID and an Access Password for each of your student(s) to create your account. These can be obtained by calling the school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

Directions:

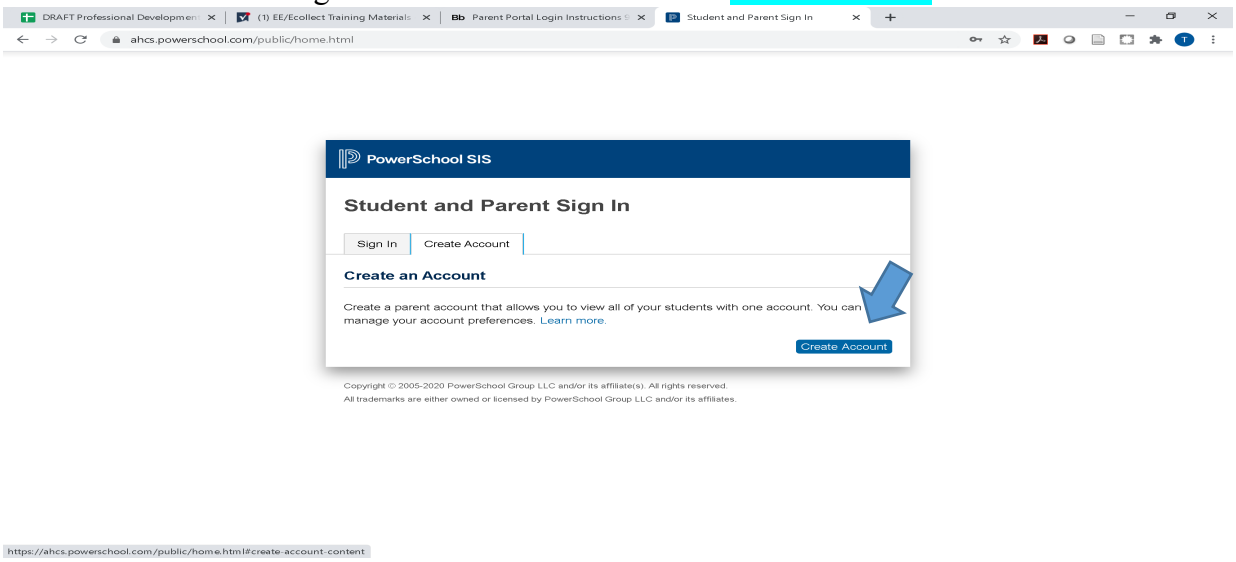
1. Open a web browser to the PowerSchool Parent Portal using this web address: https://ahcs.powerschool.com/public



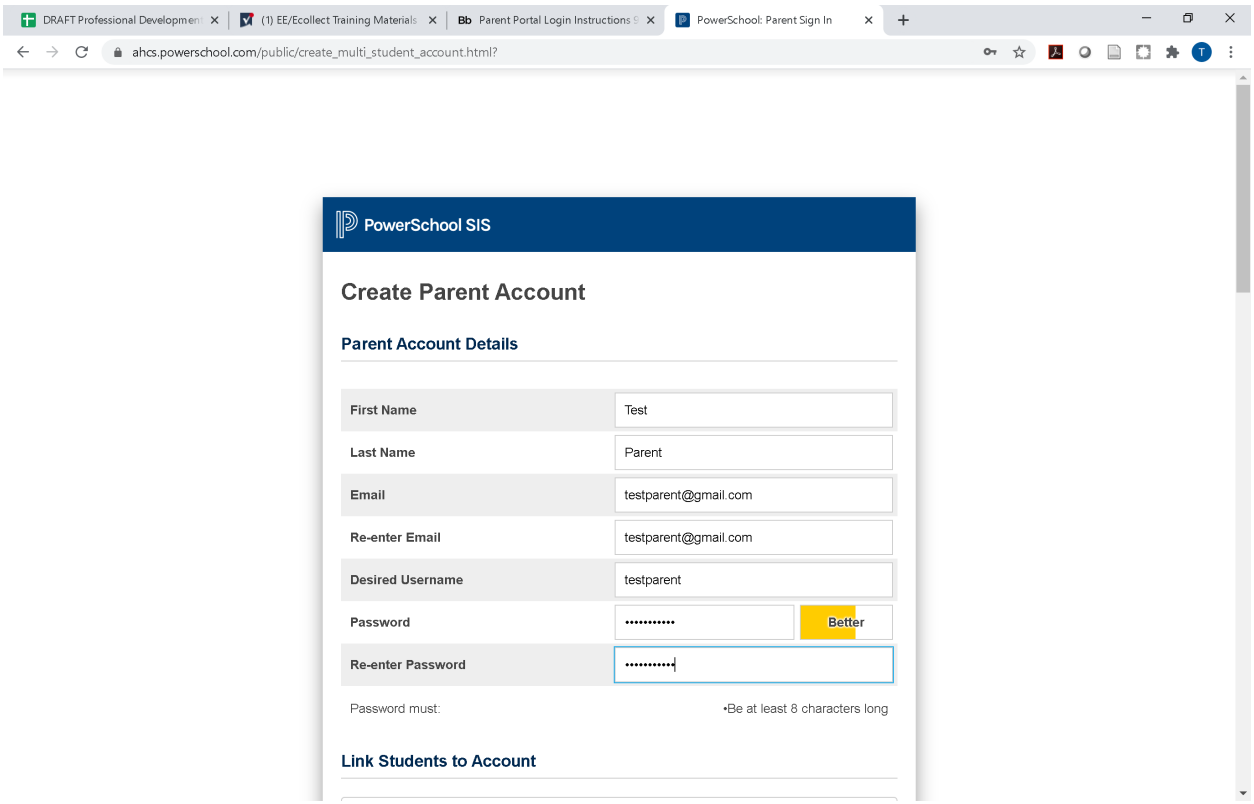
2. On the parent portal page click on the tab **Create Account**.



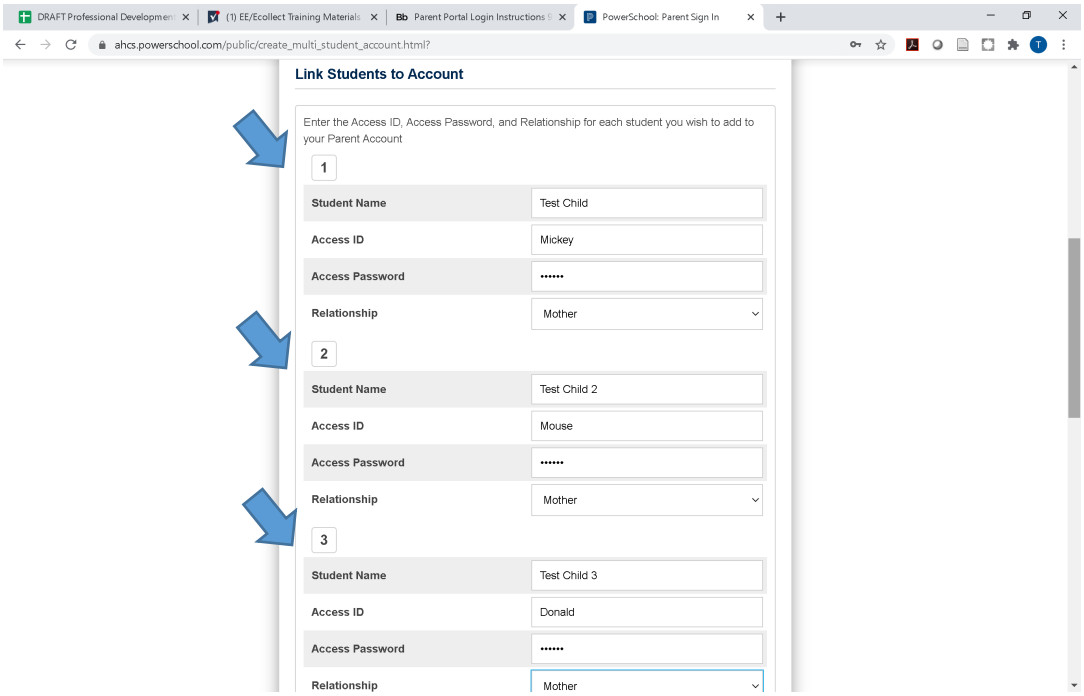
3. Then on the bottom right hand corner click the button Create Account.



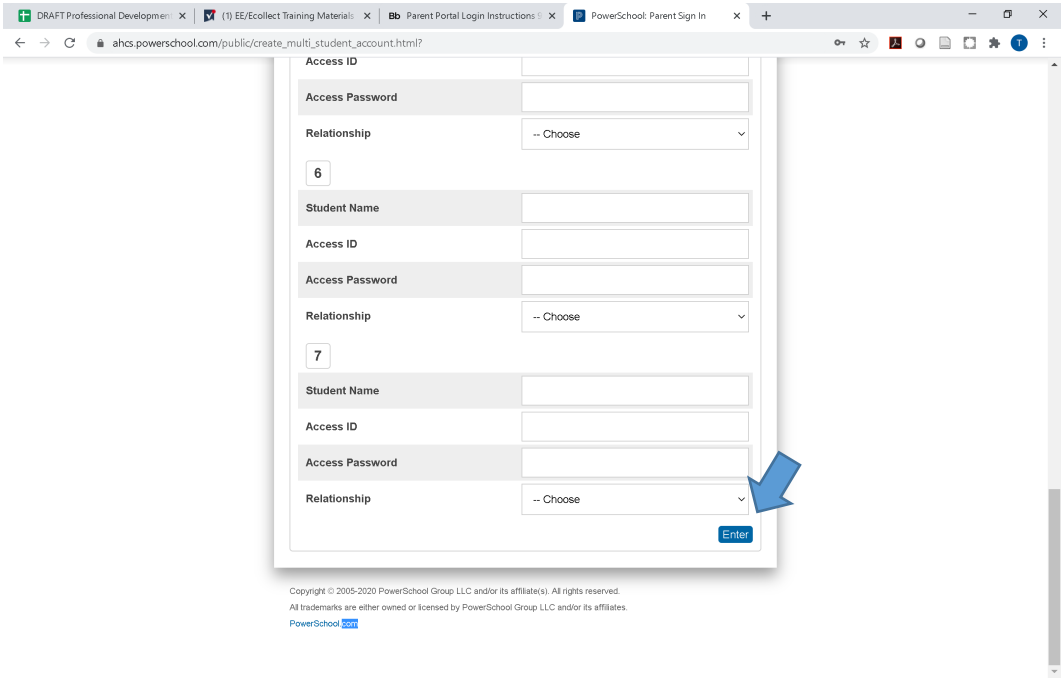
4. In the "**Create Parent/Guardian"** section, fill in all off the boxes, including your newly created user name and password. Please make sure you write your user name and password somewhere where you can reference it at a later time if needed.



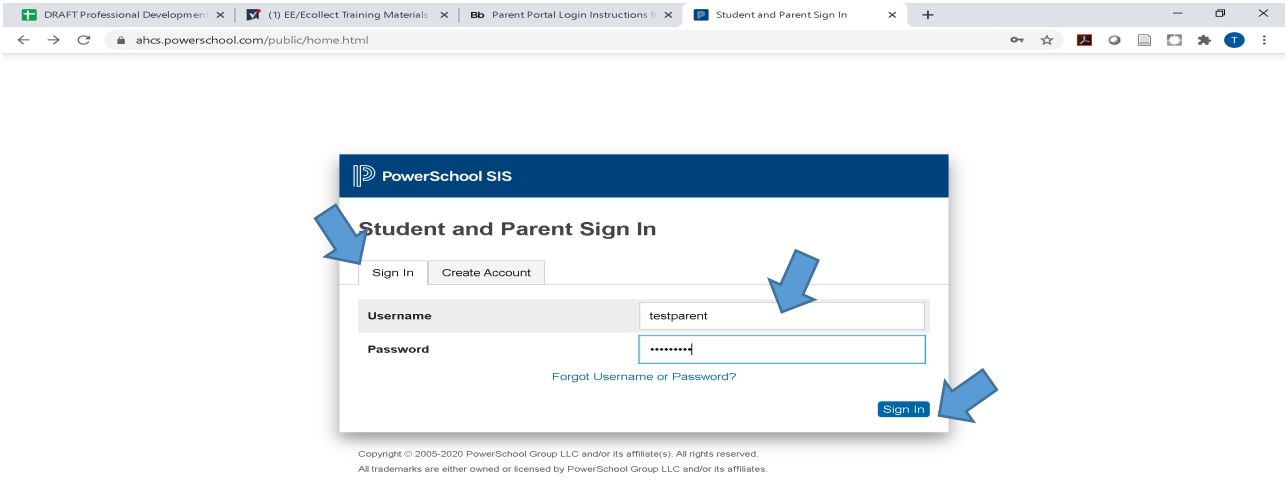
5. At the bottom of the page, in the **"Link Students to Account**" section, there will be enough spaces to include up to seven names of children. You must know the Access ID and Access Password for each child's account. If you do not know the Access ID and Access Password, please contact the school's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



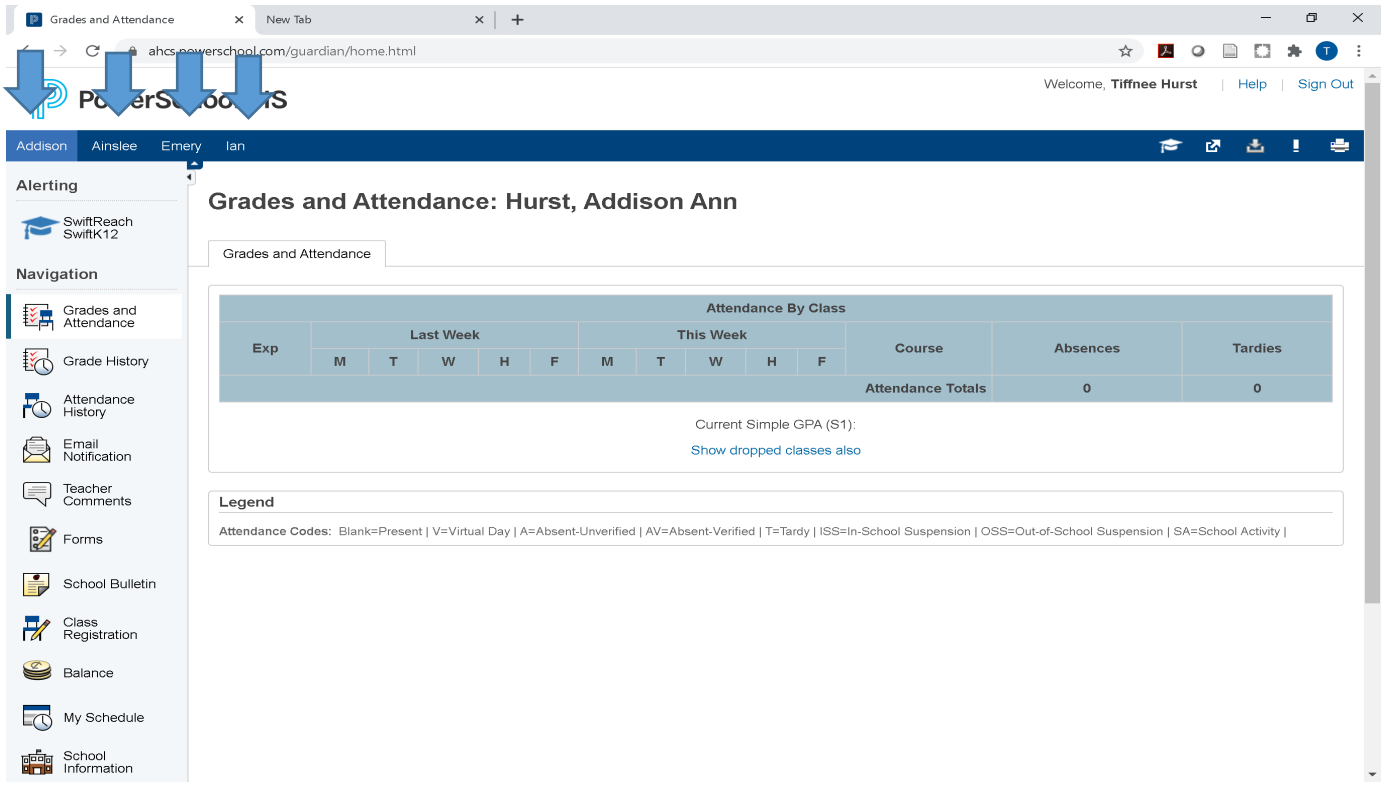
6. Then scroll down to the bottom of this page and click **Enter** to create your new account.



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.



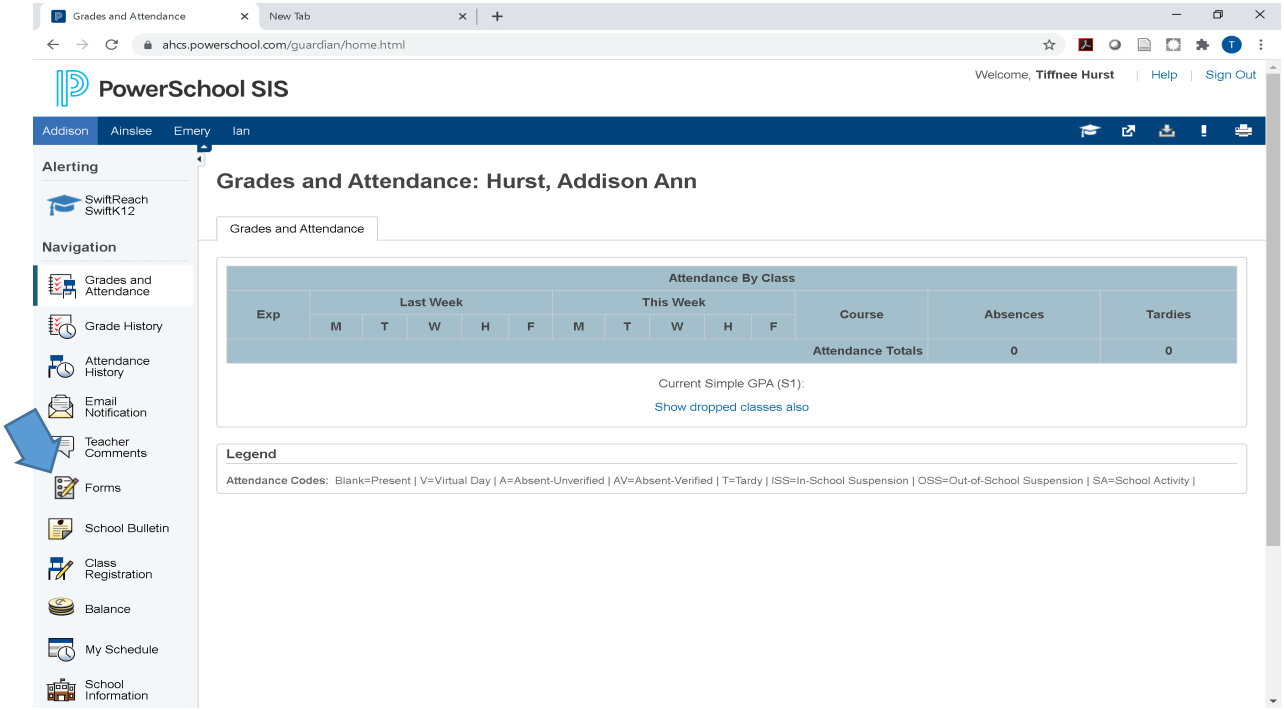
8. Once inside your Parent Portal, you may switch between each of your students by clicking on their names at the top left hand corner.



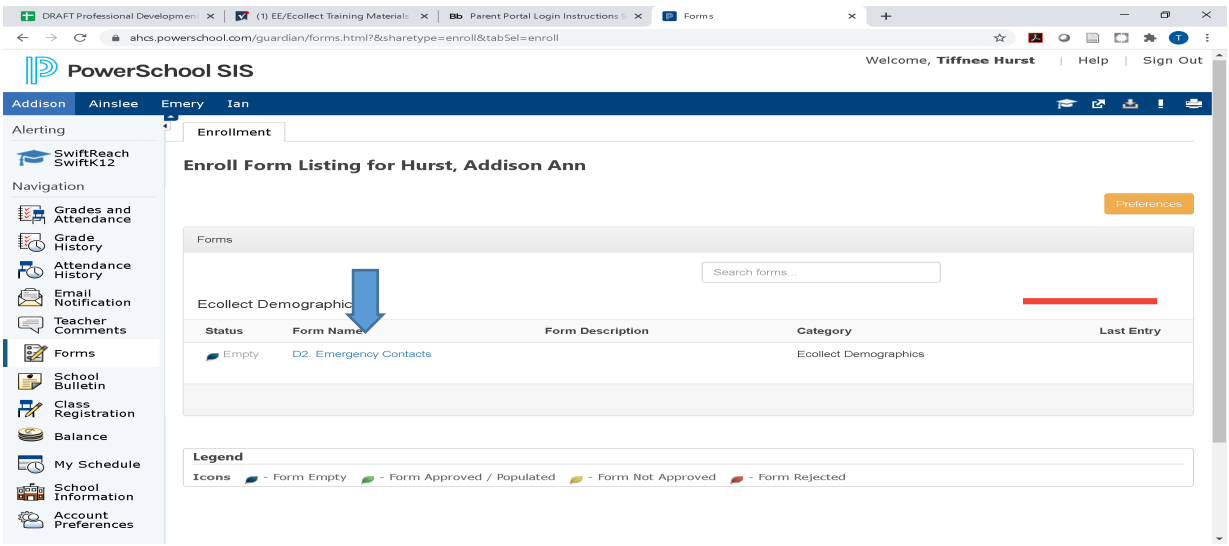
Registration:

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.**

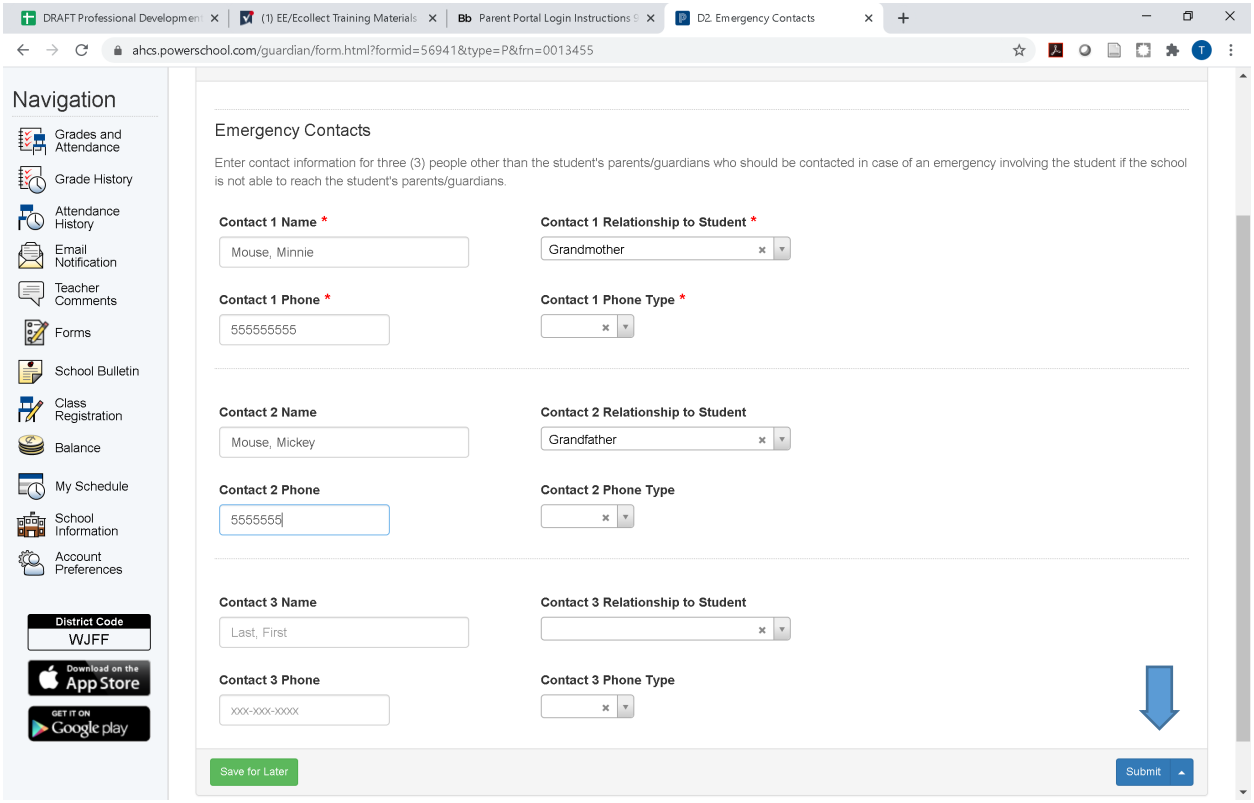
1. In the Parent Portal you will have menu bar on the left hand side of the screen. On this menu bar please click on **Forms** for your first student you will be registering for school.



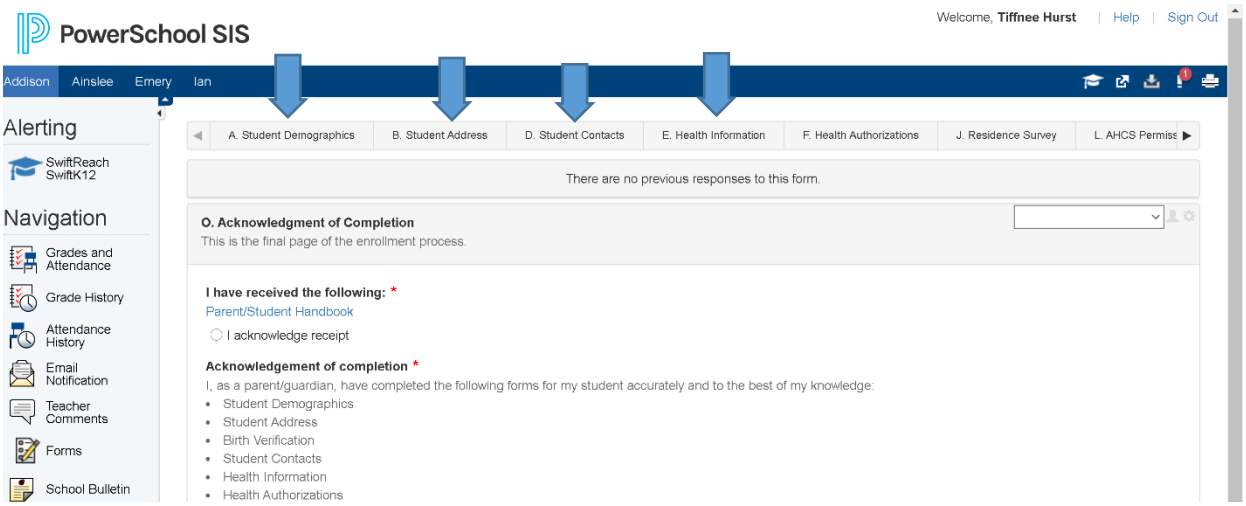
2. In the "**Form Section**," please fill out each form that is listed in this section. You can open each form by clicking on the blue hyperlink.



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.