



POWERSCHOOL
PARENT PORTAL
USER GUIDE

PARENT PORTAL USER GUIDE

Access to the PowerSchool Parent Portal

The PowerSchool Parent Portal is accessible from any device with Internet access (i.e. computer, tablet, smartphone). The Chilton County Schools' PowerSchool Parent Portal can be accessed by typing the following URL in your web browser address bar: <https://chiltonco.powerschool.com/public/home.html>

Additionally, you can access the PowerSchool Parent Portal via the free mobile app available on both iOS (iPhone or iPad) or Android devices.

On iOS devices, the PowerSchool app can be downloaded via the App Store and on Android devices, the PowerSchool app can be downloaded via the Google Play Store.



In order to access the site via the mobile app, you will need to enter the district code as follows:

N D S Z

Creating a PowerSchool Parent Portal Account (see the separate directions for a step by step guide).

To access the PowerSchool Parent Portal, you will need to create 1 (one) account to access the information for all children you currently have enrolled in Chilton County Schools. Prior to creating your account, you are required to:

- Have an e-mail address
- Obtain an access ID and Password for each child you have enrolled.

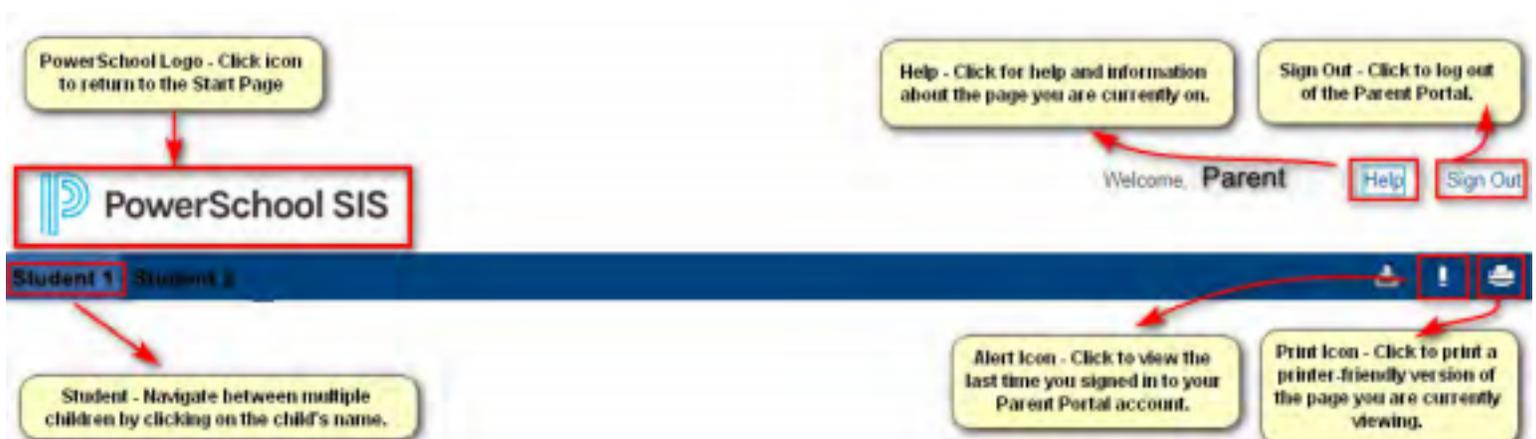
Your school counselor or front office personnel can provide the access ID letter for you.

***IMPORTANT NOTE* To successfully register/create your Parent Portal account, the registration should be completed on a PC or laptop. Unfortunately, the registration cannot be completed on a mobile or tablet device.**

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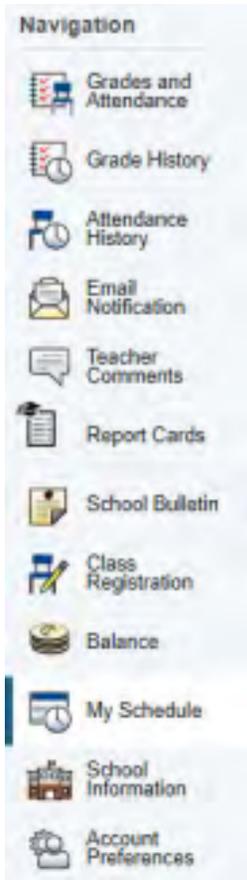
Navigating the Parent Portal

The following Navigation Bar appears at the top of every page in the PowerSchool Parent Portal:



Once you have logged into the Parent Portal, you will now have real-time access to the following items for your child(ren) located

in the Navigation Menu panel on the left-hand side of the page:



- Grades and Attendance (Current)
- Grade History
- Attendance History
- Email Notification (Set-up)
- Teacher Comments
- Report Cards
- School Bulletin for Important Messages
- Student Schedule
- School Information
- Account Preferences

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The PowerSchool Parent Portal automatically opens to the Grades and Attendance page. It is the default quick lookup page, which displays student’s classes, attendance, teachers, and grades, which are pulled from each respective teacher’s grade book.

Navigation Icons

Description	
 Grade History	The Grades History page displays term grades for the selected student.
 Attendance History	The Attendance History page displays information about a student’s attendance record for the current term.



The **Email Notifications** page provides you with the ability to manage your parent account email preferences, including what information you would like to receive, how often you would like to receive the information, and any additional email addresses that you would like the information sent to. Email preferences may be applied to a single student or all students associated with your parent account.



The **Teacher Comments** page displays any comment that a teacher has entered regarding a student, such as a student's achievement or behavior.



The **Report Cards** page displays report cards for the selected student.



The **School Bulletin** page serves as your child(ren)'s school's message board whereby the school(s) can post a variety of information for you to view.



On the **Class Registration** page, students and their parents can manage their course requests for the next school year.



The **Balance** page displays a student's lunch balance or fee transaction information for the current term.



The **My Schedule** page will display the selected student's schedule, which can be viewed in two ways: a Week View schedule and a Matrix View schedule.

 The icon for School Information features a stylized school building with a flag on top, positioned to the left of the text "School Information".	The School Information page displays the physical address and contact information for the selected student's school.
 The icon for Account Preferences features a gear and a person silhouette, positioned to the left of the text "Account Preferences".	The Account Preferences page provides you the ability to manage your parent account information, including your name, user name, password, and email address. In addition, you can add any and all students for whom you have legal and parental rights to your account in order to view their information by way of your account.

QUESTIONS:

If you have issues, please contact your school's counselor first.

If your account has been locked, your school counselor will have to unlock your account.

You do not need multiple accounts for your children. You may have one account with all students linked to it.

Students access their portal through their Google Email account with Chilton County Schools.

If you forget your password, choose "forgot password" and you will be sent an email. You must use a PC or laptop to reset your password. This cannot be done on the app.