



Autauga County Schools

PowerSchool Parent Portal

User Guide

Updated
July 13, 2022



Overview

PowerSchool is Autauga County School's Student Information System.

IMPORTANT: If you had access to the Parent Portal last year, you will use the same login information. DO NOT create an account if you already have one. This causes duplicates on the student's account. If you forgot your login information, click Forgot Username or Password.

To access the PowerSchool Parent Portal, each parent or guardian will need to create an account to access the information for all children you currently have enrolled in Autauga County Schools. You will use one account login to access all of your children's information in the Parent Portal.

- Prior to creating your account, you will receive a **Parent Portal Access Letter** from each of your children's schools with directions regarding your Parent Portal account.
- The Parent Portal Access Letter will have the Access ID and Access Password to set up the account.

What information is available through your parent account?

PowerSchool is Autauga County School's Student Information System.

Grades K-6:

- Attendance
- Teacher email addresses
- Grades
- Report Cards

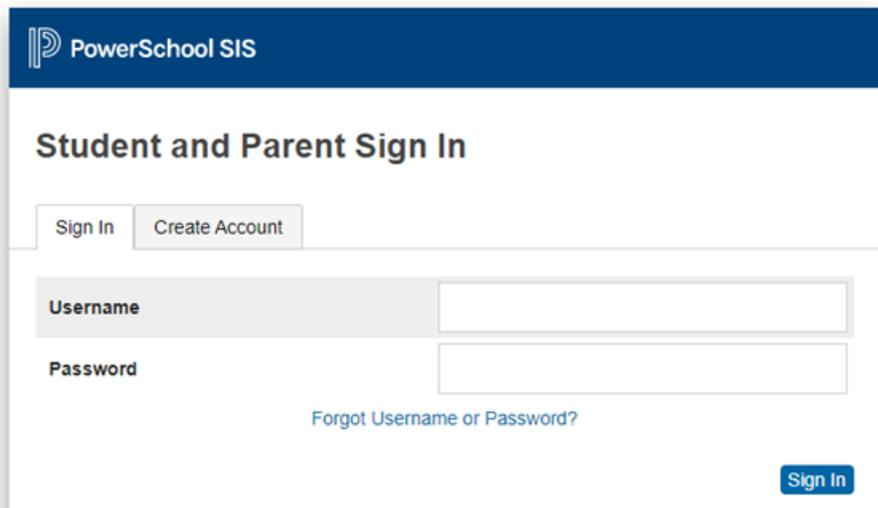
Grades 7-12:

- Attendance
- Teacher email addresses
- Student schedule
- Grades
- Report Cards

Procedure

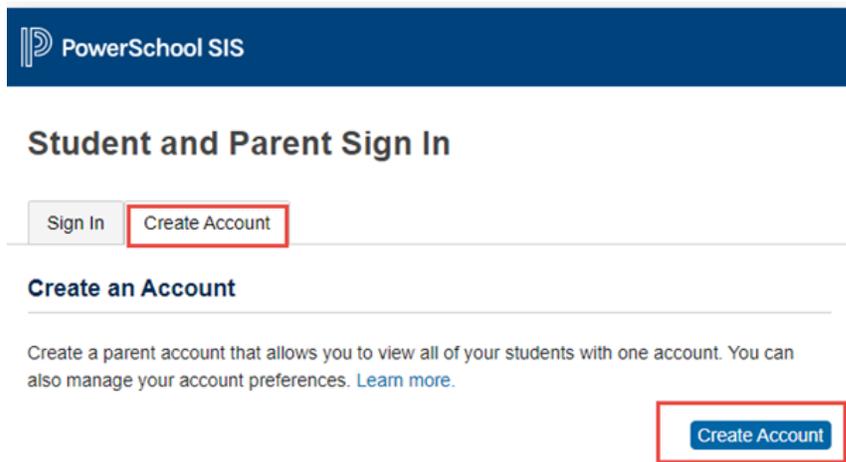
IMPORTANT NOTE - Registration should be completed on a PC, Chromebook, or laptop to successfully register/create your Parent Portal account. Unfortunately, the registration process should not be completed on a mobile or tablet device.

1. Visit the Autauga County School Parent Portal webpage: <https://autaugaco.powerschool.com/public>



The screenshot shows the PowerSchool SIS login page. At the top is a dark blue header with the PowerSchool SIS logo. Below the header is the title "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". Below the tabs are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is in the bottom right corner.

2. Create an Account
 - a. Click on the **Create Account** tab.
 - b. Click on the **Create Account** button.



The screenshot shows the "Create an Account" section of the PowerSchool SIS page. The "Create Account" tab is highlighted with a red box. Below the tabs is the heading "Create an Account" and a paragraph of text: "Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)" A "Create Account" button is highlighted with a red box in the bottom right corner.

3. Enter the information below to create a Parent/Guardian Account:

The screenshot shows the 'Create Parent Account' form in the PowerSchool SIS system. The form is titled 'Create Parent Account' and has a sub-section 'Parent Account Details'. It contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. A note at the bottom states 'Password must: *Be at least 8 characters long'. Five yellow callout boxes with red arrows point to the input fields, providing instructions: 1. Type in First Name, 2. Type in Last Name, 3. Type in Email Address, 4. Type in Desired Username, and 5. Type in desired password and re-enter password.

4. Enter the information below to link students to a Parent/Guardian account:

The screenshot shows the 'Link Students to Account' form. It has a heading 'Link Students to Account' and a sub-section 'Link Students to Account'. The form contains a text box with the instruction 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. Below this are two numbered sections. Section 1 has fields for 'Student Name', 'Access ID', 'Access Password', and a 'Relationship' dropdown menu. Section 2 has fields for 'Student Name' and 'Access ID'. Four yellow callout boxes with red arrows provide instructions: 1. Enter Student First and Last Name, 2. Enter Parent Access ID from Letter for Student, 3. Enter Access ID Password from Letter for Student, and 4. Select your respective relationship to the student from the drop-down.

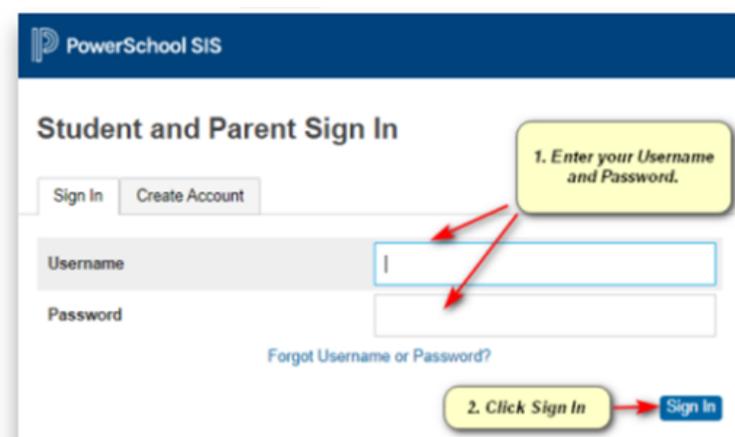
NOTE: You can repeat Step 4 to link up to seven students to a Parent/Guardian account with the required fields of information for each student.

Parent Access ID and Access Password are found on the Parent Portal Access Letter sent home by each child's school.

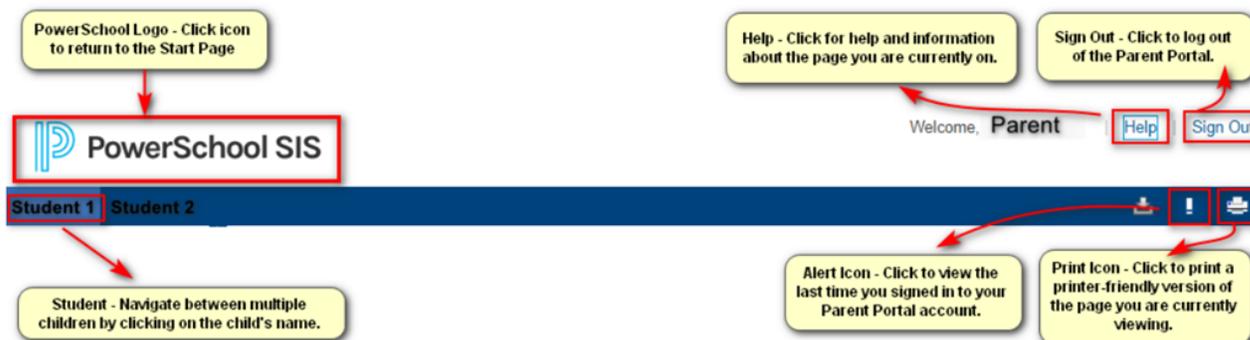
5. Click "Enter" at the bottom of the page to complete setting up your account.

6. An email will be sent to the email address entered during the account creation process.
 - a. Complete the validation process through the email.

7. PowerSchool Parent Portal can be accessed with any device with internet access (i.e. computer, tablet, smartphone).
 - Enter the URL in your web browser: <https://autaugaco.powerschool.com/public>
 - Enter your Username and Password.
 - Click Sign In.



8. Tips on Navigating the Parent Portal:



9. PowerSchool Mobile App can be used AFTER your account is created.
 - a. Once you download the app, you will need to enter **Autauga County's District Code: LLSB**
 - b. You will use the same Username and Password you set up to access your account.

