

Instructions for logging into Parent Portal (even if you have used Parent Portal in the past).

1. Open your Web browser to the PowerSchool Parent Portal URL at <https://pskutztown.cliu.org/public>
The Log In page appears
2. Click Create Account.
The Create Parent/Guardian Account page appears
3. Enter your first name
4. Enter your last name
5. Enter your email address
6. Enter your desired user name. It must be unique. If the name you choose already exists, you will be prompted to enter a different one after you press the enter button.
7. Enter your desired password - it must be at least 6 characters long
8. Re-enter your password
9. Enter your student's first and last name
10. Enter the **Access ID** provided in letter from the office of your child's school
11. Enter the **Access Password** provided in letter from the office of your child's school
12. Enter your relationship to the student
13. If you have a Access ID and Password for another student, you may enter them on the next line.
14. When all student information has been completed, press the enter button.
15. If successful, you will be directed to the login screen. If you receive an error message (forgot to fill in a field, your user name or email address are not unique, etc.), you must correct the error(s) **AND** re-enter the parent password(s) for all students listed. You may then press the enter button again. Continue correcting errors until you see the login screen after pressing the enter button.
16. If you desire more than one parent/guardian account for your student, please provide the Access ID and Access Password to anyone that you authorize to access your student's information (parents, guardians, relatives, siblings, etc.)

Once you log into the PowerSchool website, you may sign up for alerts to be emailed directly to you. These alerts will be triggered by attendance/grades based upon the selections you make using the Email Notification link. You may change your alert status at any time. You may also change your email address or password by clicking on Account Settings.

If you need assistance or have questions, please call the office of your child's school.

Thank you for using Power School Parent Portal!