



La Grange District 105 Parent Portal Instructional Guide

This document provides the information you will need to access your student's attendance records, pre-paid lunch balance, grades (Gurrie only), and new Online Registration, through our PowerSchool student information system. A PowerSchool Parent Portal account must also be setup before you can pay online registration fees or to fund online your student's lunch account. A PowerSchool App is also available and can be downloaded from either the Apple or Android Store. The information below is for the web portal version only.

If you already have a PowerSchool account from a current or former student, you will not need to setup a new account. Please continue to use the same login account. You also will be able to add multiple student(s) to your account if needed. See instructions below to add another student to your account. If you have forgotten the Username or Password, see the steps below to reset.

You will have the option to receive email updates to current assignments/grades (Gurrie only), attendance, balance alerts, and registration notifications. If you wish, you can have this information sent to an additional email address as well. Look under Email Notification and under Forms menu selection (Preference Gear on right side of screen) once logged into the Parent Portal.

Both parents/guardians can create their own separate accounts by using the access information if desired. To maintain confidentiality, please keep this PowerSchool Access ID and Access Password letter in a safe place.

To activate your PowerSchool Parent Portal account:

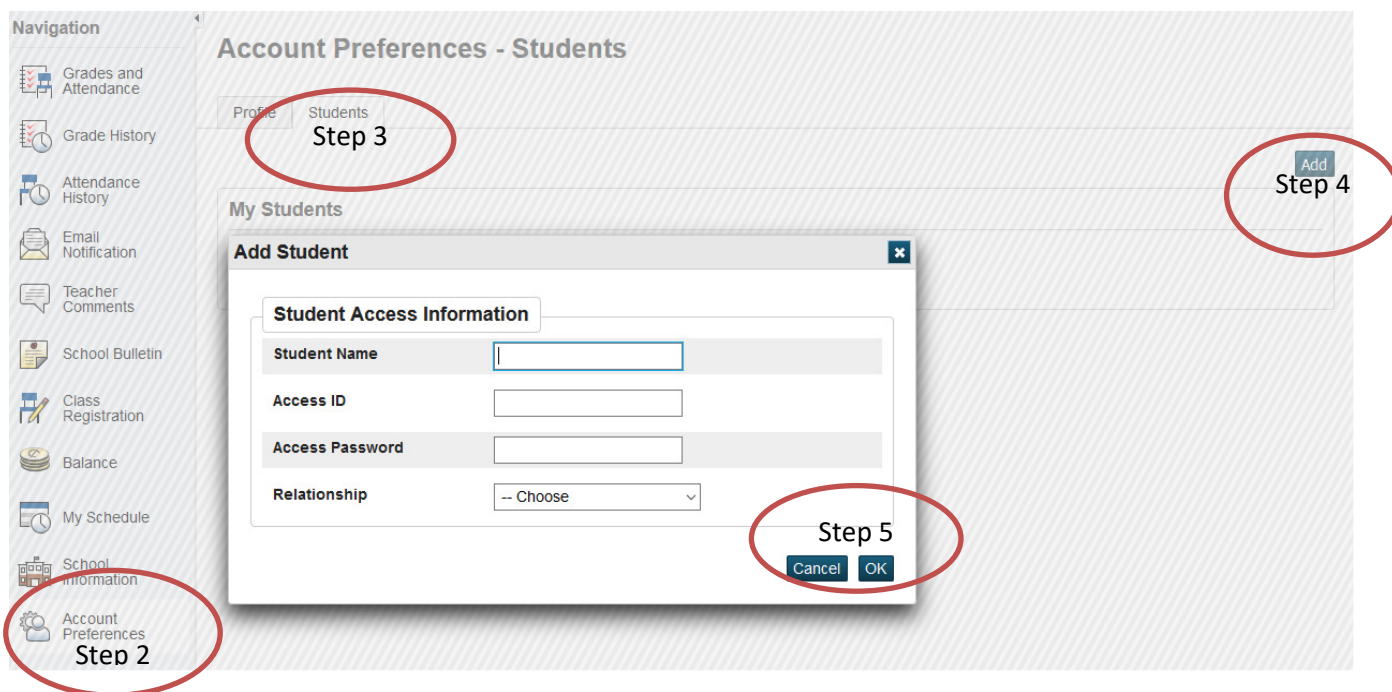
1. Select PARENTS, then POWERSCHOOL at the top of the District web site. Click on the POWERSCHOOL icon or the link at the bottom of the page.
2. Click on CREATE AN ACCOUNT tab. Next click on the blue Create Account button.
3. Enter the requested information. It is recommended to use your email address as the username. Be sure to remember the USERNAME and PASSWORD that you chose for yourself.
4. Link your student to your account by entering the student name, ACCESS ID and ACCESS PASSWORD from the activation letter and your relationship to the student.
5. If you have more than one student, enter the additional id's, passwords, and relationship into the appropriate boxes.
6. When complete, click on the ENTER button at the bottom of the screen.

To login to PowerSchool Parent Portal once you have activated your account:

1. Select PARENTS, then POWERSCHOOL at the top of the District web site. Click on the POWERSCHOOL icon or the link at the bottom of the page.
 2. Enter the USERNAME and PASSWORD that you created when you activated your account and then click SIGN IN. If you incorrectly submit the credentials 5 times, your account will be locked and you will need to contact the school secretary to have it unlocked. If you have forgotten your username or password, see below to reset it.
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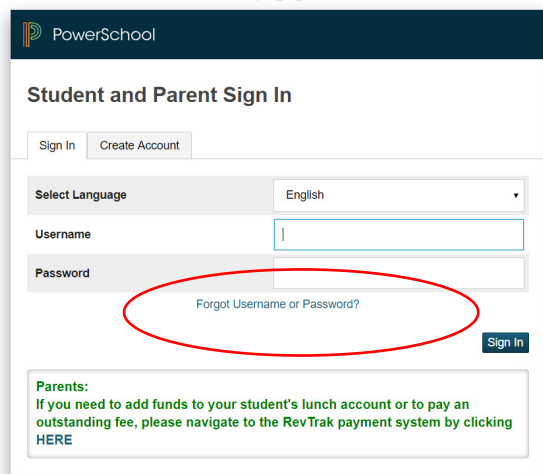
To Add Multiple Students to Existing Account: To add another student to an account.

1. Login to the PowerSchool Parent Portal.
2. Click on Account Preferences on the left.
3. Select the Students tab next to the Profile tab.
4. Click on the Add button on the right.
5. Enter in the Student Name, Access ID, Access Password, and your relationship (Mother/Father etc..) Click on OK. *If you do not know the ID or Password contact the school secretary.
6. If successful, you should now see the student under the My Students section. You will also see them at the top of the screen above the navigation pane.

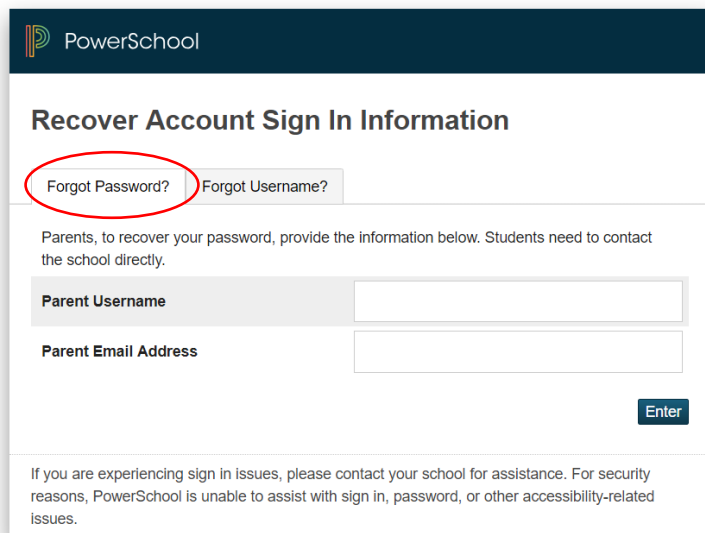


Reset Password

1. Select PARENTS, then POWERSCHOOL at the top of the District web site. Click on the POWERSCHOOL icon or the link at the bottom of the page.



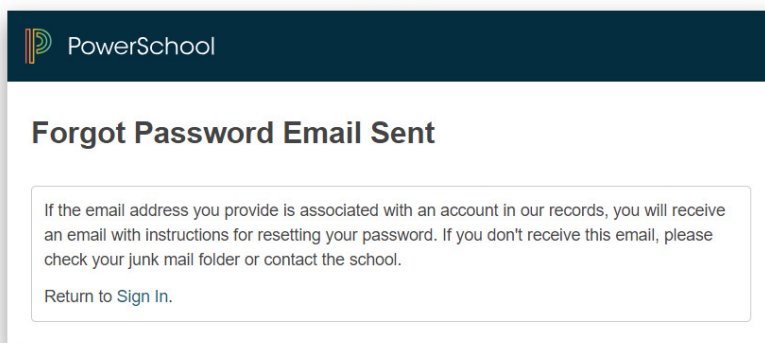
2. Click on Forgot Username or Password.



The screenshot shows the PowerSchool login page with the title "Recover Account Sign In Information". At the top, there are two tabs: "Forgot Password?" (which is circled in red) and "Forgot Username?". Below the tabs, there is a message: "Parents, to recover your password, provide the information below. Students need to contact the school directly." There are two input fields: "Parent Username" and "Parent Email Address". An "Enter" button is located below the "Parent Email Address" field. At the bottom, there is a disclaimer: "If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues."

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3. Click on the Forgot Password tab.
4. For password resets, you will need to enter both the Username and Email address you used to setup the account. If there is a match in the system, then a password reset email will be sent to you. If the Username or Email is incorrect, then an email will not be sent for security purposes.



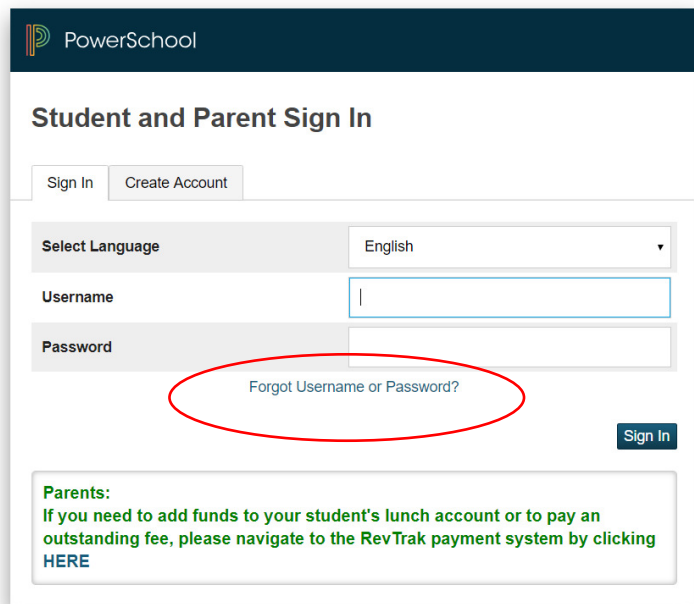
The screenshot shows the PowerSchool page with the title "Forgot Password Email Sent". The main message reads: "If the email address you provide is associated with an account in our records, you will receive an email with instructions for resetting your password. If you don't receive this email, please check your junk mail folder or contact the school." Below this message is a link that says "Return to Sign In."

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5. Open the email and click on the reset link in the email and follow the prompts to reset.

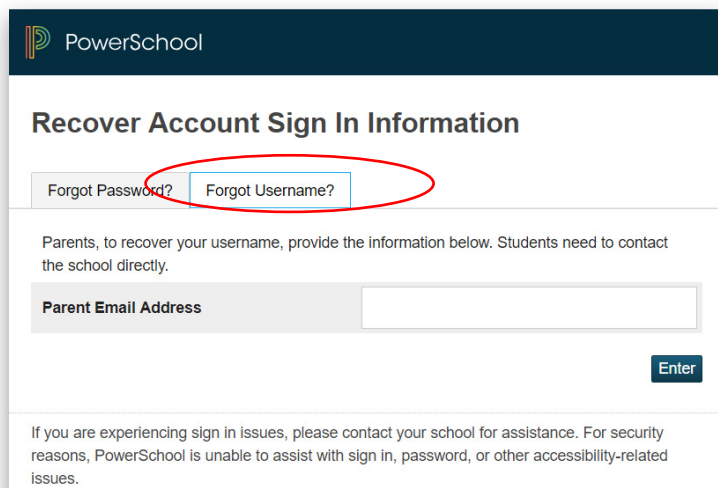
Reset Username:

1. Select PARENTS, then POWERSCHOOL at the top of the District web site. Click on the POWERSCHOOL icon or the link at the bottom of the page.



The screenshot shows the PowerSchool login interface. At the top, there is a dark blue header with the PowerSchool logo. Below the header, the page title is "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". A "Select Language" dropdown menu is set to "English". Below that are input fields for "Username" and "Password". A link "Forgot Username or Password?" is circled in red. A "Sign In" button is located to the right of the password field. At the bottom, there is a green message for parents: "Parents: If you need to add funds to your student's lunch account or to pay an outstanding fee, please navigate to the RevTrak payment system by clicking [HERE](#)".

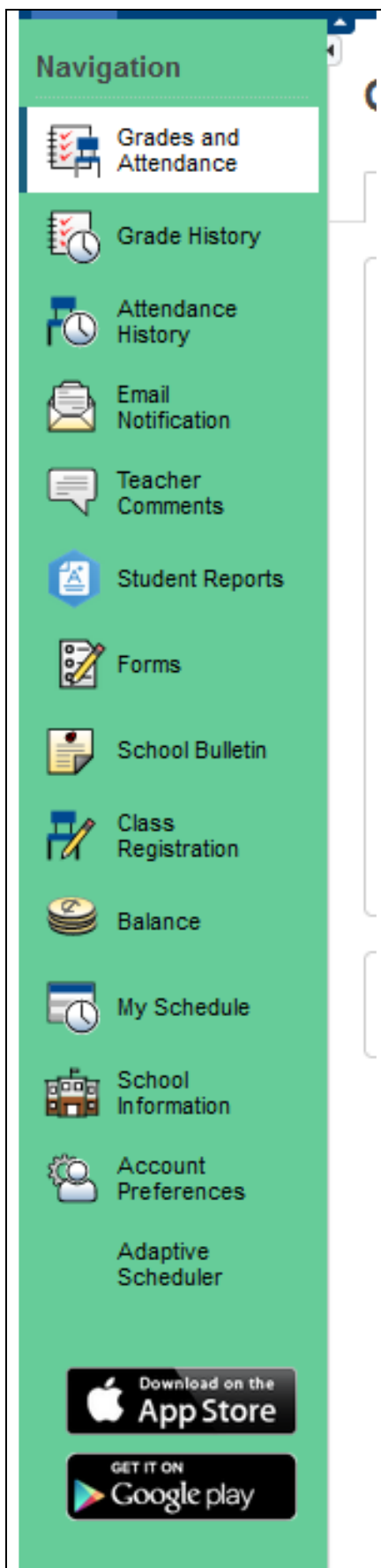
1. Click on Forgot Username or Password.



The screenshot shows the "Recover Account Sign In Information" page. At the top, there is a dark blue header with the PowerSchool logo. Below the header, the page title is "Recover Account Sign In Information". There are two tabs: "Forgot Password?" and "Forgot Username?" (selected and circled in red). Below the tabs, there is a message: "Parents, to recover your username, provide the information below. Students need to contact the school directly." Below that is a "Parent Email Address" input field. An "Enter" button is located to the right of the input field. At the bottom, there is a disclaimer: "If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues."

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2. Then click on the Forgot Username tab.
3. Type in your email address and an email will be sent if the email address exists in the system.
4. Open the email and it will list the current Username. Click the link to login and reset the Username.



Depending on your student's grade level, you may see all or some of the following:

Grades and Attendance: The most recent attendance and current year grades (grades are available for Gurrie students only).

Grade History: Grade history is available online for Gurrie students only.

Attendance History: Detail attendance history for the entire school year.

Email Notification: Setup automatic email notices of attendance, lunch balances, grades (Gurrie only) and other information.

Teacher Comments: Teacher comments are available online for Gurrie students only.

Student Reports: Any archived student reports.

Forms: Annual registration forms.

School Bulletin: Feature not used by District 105. See the District / School website for announcements.

Class Registration: Feature not used by District 105.

Balance: View lunch and fee transactions and balances.

Contains link to open tab to RevTrak portal for direct credit card payments.

My Schedule: Current classes assigned to student.

School Information: School address and phone numbers.

Account Preferences: Change your user name or password, portal language preference, and also link your account to additional students. *See above instructions.*

Adaptive Scheduler: Gurrie flex program (for students only)

Underneath these options on the lower left are links to Apps that can be loaded on either an Apple or Android device. Once loaded, it will prompt you for the 4 letter district code. The code is PMKL.