MCVSD PowerSchool Parent/Guardian Portal
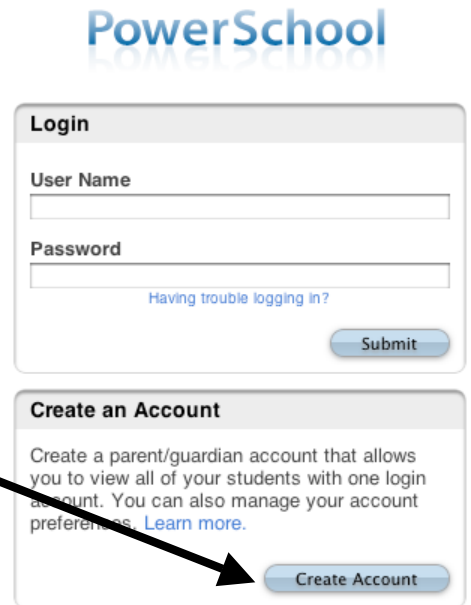# Quick Start Guide

Parents,

PowerSchool is MCVSD's student information system, used to record and track student records, including grades and attendance. *PowerSchool* also allows us to share attendance and grade information with our students and their parents/guardians via our *PowerSchool Portal*.

Follow along with this guide to create a parent/guardian account on our *PowerSchool Portal*, allowing you to view all of your student's current grades and attendance information via one unified login.

To begin, visit our *PowerSchool Parent/Guardian Portal* login page: **https://mcvsd.powerschool.com/** or click the *PowerSchool* link on the Main MCVSD website at **http://www.mcvsd.org/**
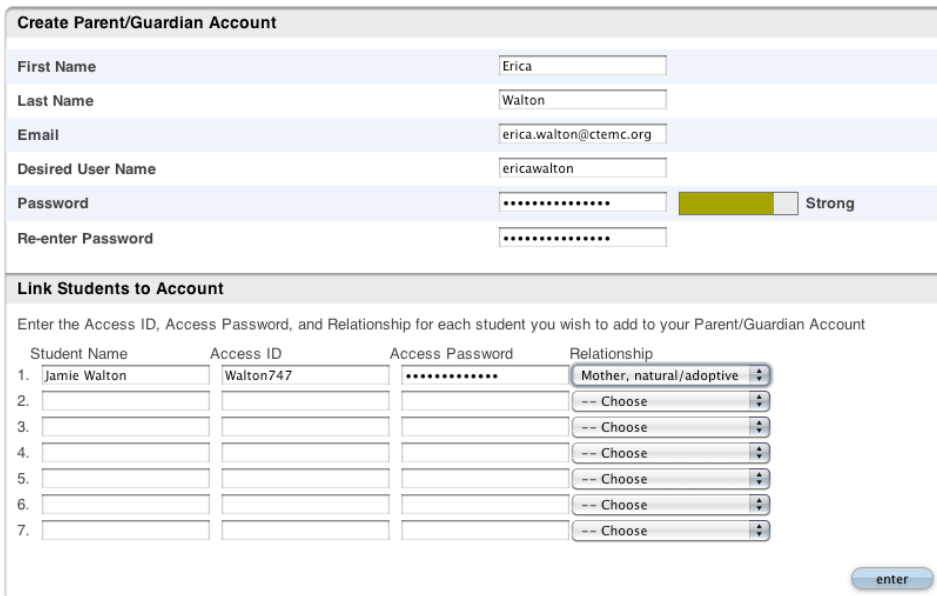
You will see the following screen, at right:

1. Click the **Create Account** button

2. The screen below will appear:

This screen is used to setup access and link to your student's data.

Enter your first & last name.

Enter an e-mail address.
Note: The e-mail address MUST be unique. If Parent/Guardians share the same e-mail address, you should only set up one parent access account.

Enter a desired User Name (no email addresses or apostrophes or spaces allowed in the User Name).

Enter a Password (no apostrophe's allowed and it must be at least six characters)

Enter the Name of each Student you wish to associate with.

Enter the **Access ID** and **Access Password** for each student (this information will be provided to you separately).

Select your relationship to the student.

3. Click **Enter** when you have completed this link to all of your students.

NOTE: Should you enter something incorrectly, when you hit **Enter**, the edit checks will catch the error; but unfortunately, also blank out many of the fields you have entered. You must re-enter the information in its entirety before the record is created.

4. You will receive this message if your account creation was successful.

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

Login

User Name

Password

Having trouble logging in?

If Parent/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at a time.

After successfully logging in, you will see a series of tabs under the *PowerSchool* logo listing your student family members.

PowerSchool

Avery | Emily | Laura | Vickie

- Select the appropriate name to change the page to that student's information.

What if you forget your login information?

On the login page click on the link **Having Trouble Logging in?**

Login

User Name

Password

Having trouble logging in?

Submit

If you forgot your Password:
- Fill in your User Name
- Fill in your e-mail Address
- Hit **Enter**

The system will authenticate your information and send you a Security Token to the e-mail address listed with instructions on how to reset your Password.

It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to reset the Password in that allotted time, you will need to repeat the process.

If you forgot your User Name:
- Click on the Forgot User Name tab
- Enter your e-mail Address
- Hit **Enter**

The system will authenticate your information and send you an e-mail listing your User Name.

Recover Account Login Information

To recover your account login information, provide the information below.

| Forgot Password? | Forgot User Name? |

User Name

Email Address

Enter