

Colchester Public Schools Parent Guide

Accessing Student Information - Getting Started

PowerSchool Parent Portal Site: <http://pschool.colchesterct.org/public/home.html>

What is Single Sign On?

In PowerSchool , you are able to create a single “parent” account, and then provide the information to link each of your students’ information to your parent account.

How do I get started?

I ALREADY HAVE AN EXISTING POWERSCHOOL PARENT ACCOUNT - PLEASE READ HERE

If you created an account last year and you have no new students to the district, then you are set to use PowerSchool for this year. Log on to PowerSchool at <http://pschool.colchesterct.org/public/home.html> and enter your username and password. Your student’s information will be updated to reflect their new grade and if applicable,

If you have already have an existing PowerSchool account, but forgot your username and/or password, then refer to the USERNAME AND PASSWORD issues section on the last page of this guide.

school.

If you have already have an existing PowerSchool account, but forgot your username and/or password, then refer to the USERNAME AND PASSWORD issues section on the last page of this guide.

I ALREADY HAVE AN EXISTING POWERSCHOOL ACCOUNT, BUT NEED TO ADD ANOTHER CHILD - PLEASE READ HERE



If you created an account last year, log into PowerSchool at <http://pschool.colchesterct.org/public/home.html> and enter your username and password. Then click on the **Account Preferences** button. Follow the instructions below: **Step 1:** Click on the **Students** tab. A list of your students will appear in the list.

Step 2: Click on the Add+ button to add a new student to your list.

Step 3: Enter the student’s name, Access ID, Access Password, and your relationship to the student. This information can be found in the access code letter sent from your student’s school. Click the **Submit** button when completed. Your child will now be added to the list of students.

Repeat these steps for all students that you wish to add.

Note: If you have not received your child’s access code letter, please contact your student’s school.

**I HAVE NEVER CREATED A POWERSCHOOL PARENT ACCOUNT
I NEED TO CREATE A NEW POWERSCHOOL PARENT ACCOUNT - PLEASE READ HERE Before
your proceed:**

- *You will receive a separate access code and password letter for each of your students.* If you have not received your student's access letter, or if the sign on process is unclear, please contact your student's school.

- If you have already created an account, but need to add your child to your existing account, please see the previous section.
- Each parent/guardian can have their own individual account. Each parent/guardian should follow the steps below to create their own account.

Creating a PowerSchool Account:

Step 1: To begin, go to

PowerSchool

Parent Sign In

Username

Password

[Having trouble signing in?](#)

Sign In

Create an Account

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.](#)

Create Account [click here to create a new account](#)

<http://pschool.colchesterct.org/public/home.html>. Click on the “**Create Account**” button.

[click here to create a new account](#)

STEP 2: Complete the Create Parent Account Screen. (see screen capture below)

1. Enter your first name, last name and email address.
2. Create a desired user name. The Username **cannot contain the following special characters * & . @ < >**
3. Create a password for the account. The password must be **at least 6 characters long**. Re- enter the password for confirmation
4. Complete the **Link Students to Account**. Enter your child's name, Access ID, Access Password and relationship for each child on your account. This information can be found on a separate letter sent from your child's school. If you have not received this letter, please contact the school.
5. Click the **Enter** button when you are finished. If all your information is correct, and the username is available, you'll be greeted with the screen shown to the right. Your new account should be permanent and last as long as your children are enrolled in the district. If there is an error, please read the comments, correct the information, and press the **Enter** button again.

PowerSchool

Create Parent Account

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Please avoid creating user names that contain * & . - @ , < >
Passwords must be at least 6 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

Student Name	Access ID	Access Password	Relationship
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
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5. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
6. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
7. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾

Enter

Create Parent Account Screen

Please avoid creating user names that contain * & . - @ , < > Passwords must be at least 6 characters long

Enter your child's name Access ID, Password, and relationship for each child in the district.

This information is sent by your child's school. If you did not get a letter, please call your child's school.

Enter all children on the lines provided. Click the Enter button when complete.

If you need further assistance, your school's office staff can help you get up and running.

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your child’s school, please read the section below about common user name and password issues.

I forgot my username and/or password.

my username and/or password.

If you forgot your username and/or password, click on the “Having Trouble in?” link below the username and password boxes. A screen will appear to assist you in retrieving your username and password.

Parent Sign In

Username

Password

[Having trouble signing in?](#)



Recover Account Sign In Information

To recover your account sign in information, provide the information below.

[Forgot Password?](#) [Forgot Username?](#)

Username

Email Address

If you are experiencing sign in issues or have questions or comments about PowerSchool, please contact your school directly. For security reasons, Pearson employees are unable to assist with sign in, password, or other accessibility issues related to this school's PowerSchool systems. Thank you in advance for your understanding.

If you forgot your username and/or password, click on the “Having Trouble Signing in?” link below the username and password boxes. A screen will appear to assist you in retrieving your username and password.

When I create an account, PowerSchool doesn’t accept my username choice.

The username **cannot contain the following special characters * & . @ < >**
Also, the username must be unique and cannot be used by any other user in the system including other parents, students, teachers, staff, and admin accounts.



When I create an account, PowerSchool doesn’t accept my password choice.

Passwords must be a minimum of 6 characters in length.

When I create an account, PowerSchool says that my email address is already in use.

Only one account can be associated per email address. If you or someone else in your family has already created a PowerSchool Parent Portal Account with that email address, you must use an alternate email address. If you do not remember your account information associated with that email address, please see above **HELP! I forgot my username and/or password!**

How do I change my password, username, or email address in my account?

Portal. Then click on the **Account Preferences** button. On **General** tab, you can change your email address, password, and username. You will receive an error if:

- your email address is already registered to another existing PowerSchool account
- your username contains the special characters * & . @ < >
- your username is already being used by someone else in PowerSchool
- your password does not meet the minimum 6 character requirement

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