

PowerSchool

Create a Parent Account

A parent account allows you to view the information for one or more students with a single sign in. You can also manage your personal account preferences.

To create a parent account, enter the following information:

- Go to <http://powerschool.summithill.org>
- Click on the Create Account button and enter the following information below:
- **Name** - Your first and last name
- **Email** - Student notifications and correspondence related to your parent account will be sent to this email
- **Desired Username** - Your username is your unique PowerSchool identity
- **Password** - Your password must be at least 6 characters long
- **Student Access Information** - Information for a minimum of one student, including the student name, Access ID (which is your child's registration username), Access Password (which is your child's registration password), and your relationship to the student (mother, father, aunt, uncle, etc.) **PLEASE NOTE:** when entering the Access ID and Access Password they must be entered **EXACTLY** as you received the information from the district as it is case sensitive.
- Click on the Enter button to create the new account and access your child's information

Troubleshooting

If you have trouble signing into your account **AFTER** you have created the new account, click on the "Having trouble signing in?" link. This will take you to the recover account sign in information. If you know your username and email address but do not remember the password you can enter this information and then click the Enter button. The password will be emailed to you and then you should be able to log into the site.

If you do not remember your username for the account, enter your email address into the "Forgot Username?" Tab and then click the Enter button. The username will be emailed to you and then you can log into the site.

Grade information not displayed

If you log into the parent portal site and you do not see your child's grade or attendance information and see a message stating "Information is not available for the current student at this time" The reason that you will see this message is when parent access has been turned off so that teachers can complete their grade books and/or prepare for report cards. Please try to access the site at a later date to view your student's information as per blast email instructions from the district.