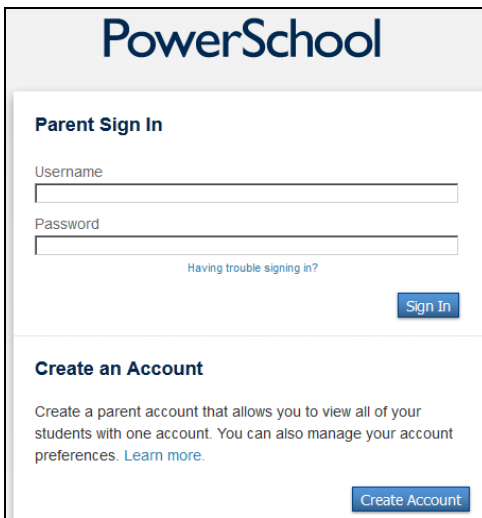


January 28, 2013

Dear Parent(s) /Guardian(s):

The Wallingford Public Schools is continuing its efforts to communicate with parents and guardians of students. A recent Power School upgrade has added new features to Parent Portal. Parent Portal will allow parents and guardians to create a single parent account that will give them access to all their children in the district. Beginning 4:00 PM on March 1, 2013 all parents and guardians will need to create a new account to access student information.

1. Access the parent portal at <http://powerschool.wallingford.k12.ct.us>



The screenshot shows the PowerSchool website interface. At the top, the 'PowerSchool' logo is displayed in a grey header. Below the header, the 'Parent Sign In' section contains two input fields for 'Username' and 'Password', a 'Sign In' button, and a link for 'Having trouble signing in?'. The 'Create an Account' section below it includes a descriptive paragraph and a 'Create Account' button.

2. Click CREATE ACCOUNT on the lower right part of the login page.
3. Enter your first name, last name, email address and your desired username (it must be unique and cannot contain special characters such as \* & @).
4. Enter your desired password (must be at least 6 characters long). Re-enter the password.
5. Enter student first and last name.
6. Enter the Access ID (this is the parent access ID that you've been using and will begin with a P followed by 6 numbers)
7. Enter the Access Password (this is the 4 digit password that you've been using).
8. Enter your relationship (example: Mother).
9. Additional children may be entered on the next lines. Enter each student's name and unique Parent Access ID and Parent Access Password. When all information is completed click ENTER.

# PowerSchool

## Create Parent Account

First Name   
 Last Name   
 Email   
 Desired Username   
 Password    
 Re-enter Password

Password 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="password"/>	-- Choose <input type="button" value="v"/>
2. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
3. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
4. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
5. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
6. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>
7. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="button" value="v"/>

10. If successful, you will be directed to the login screen. If you receive an error message you must correct the error(s) and re-enter the parent passwords for all students listed. Then press ENTER again.

11. You can view an online tutorial at: <http://support.rem1.net/tutorials/parentcreatesaccount/>

If you do not know your Parent Access ID or Password, please contact your child's school.