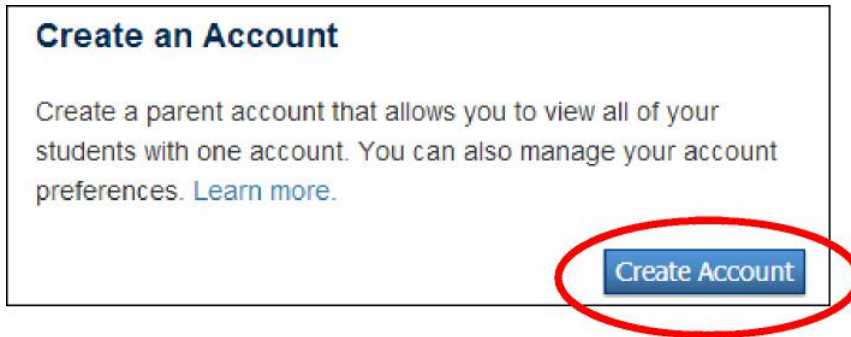


How to Create an Account for the Wallingford Public Schools Parent Portal

- 1) Only parents/guardians listed as having custody or legal guardianship can access a child's information.
- 2) Go to <http://powerschool.wallingford.k12.ct.us> and click on the "Create Account" button.

A screenshot of the PowerSchool "Create Parent Account" form. The form is divided into two main sections: "Parent Account Details" and "Link Students to Account".
Parent Account Details:
- First Name: Mary
- Last Name: Smith
- Email: smith@smith.org
- Desired Username: msmith
- Password: [masked] with a "Better" button
- Re-enter Password: [masked]
- 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
- 1
- Student Name: John Smith
- Access ID: Enter Access ID Provided by School
- Access Password: [masked]
- Relationship: Mother (dropdown menu)

3) Type in the following information:

- **First Name**
- **Last Name**
 - **Email:** Your Email Address (notifications will be sent to this address). It must be an address that no one else has already used to create an account on our parent portal. You cannot reuse an email to create a new account.
 - **Username:** Pick something unique that you will use to login to gain access. It will need to be something that no one else has already picked. You cannot reuse a username to create a new account.
 - **Password:** Pick a unique password that is at least 6 characters long. We recommend that you use a mix of letters and numbers so that it is more secure. Do not give your password to anyone. Students have their own separate and more limited login to the Portal.

4) Fill in information for at least one child:

- **Student Name:** Child's first name (can be formal name or nickname – your choice).
- **Access ID and Access Password:** Provided to you by the School.
- **Relationship:** Your relationship to the child.

If you have additional children currently in the Wallingford Public Schools, you can list their information at this time as well in boxes 2, 3, etc.

5) Click the "Enter" button when done.

Now you're done! Log in at <http://powerschool.wallingford.k12.ct.us> at any time using the username and password that you chose in step 3