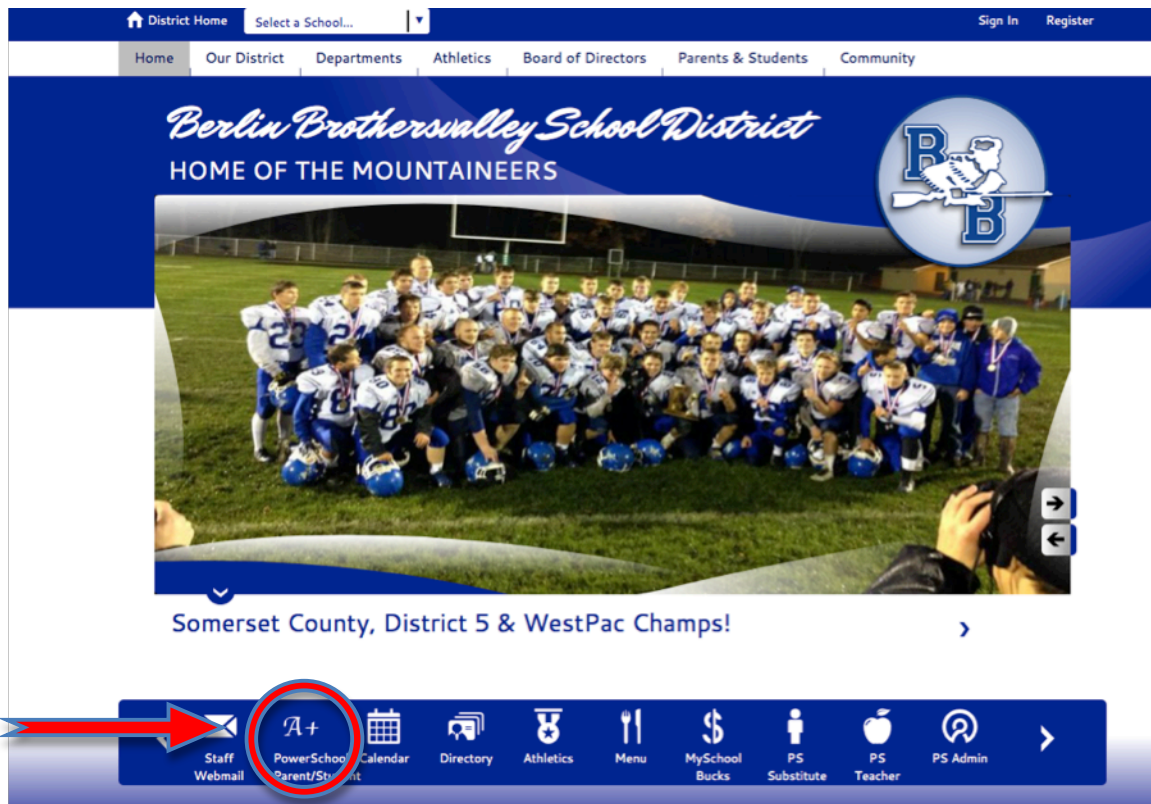
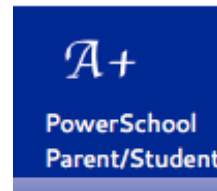


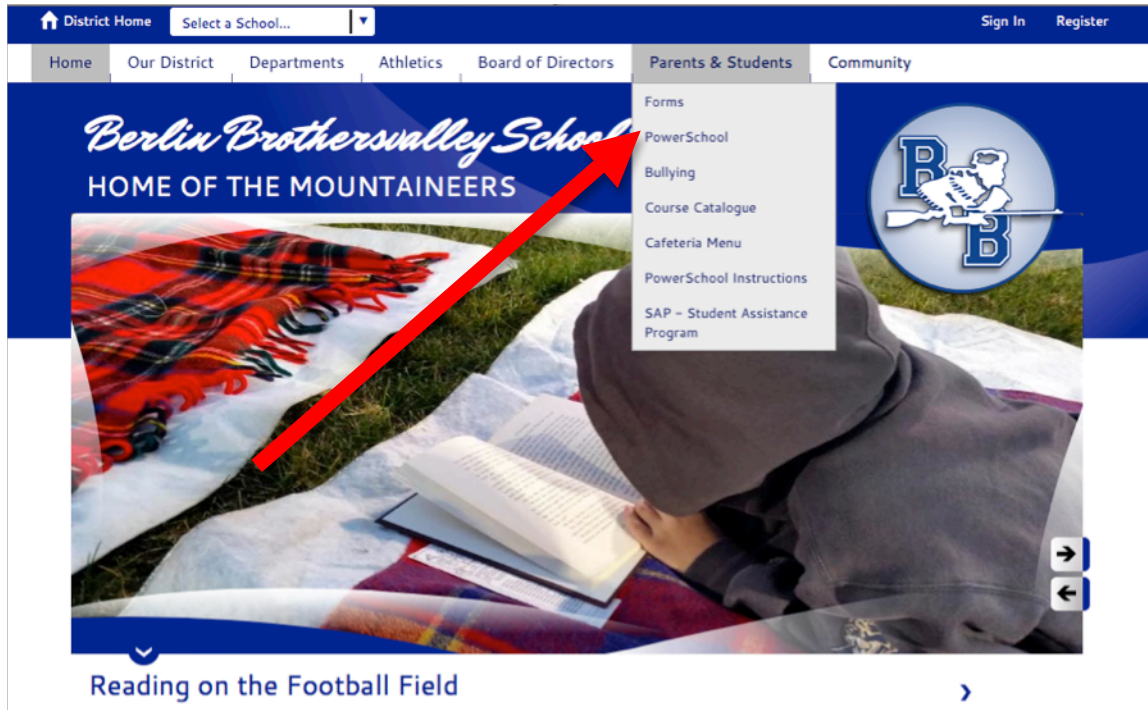
Welcome to PowerSchool! This step-by-step guide will assist you in setting up an online account to keep track of grades, attendance, and other school information.

1. Open your favorite web browser (Firefox, Chrome, Safari, or Internet Explorer, for example) and go to the school district's homepage, www.bbsd.com.

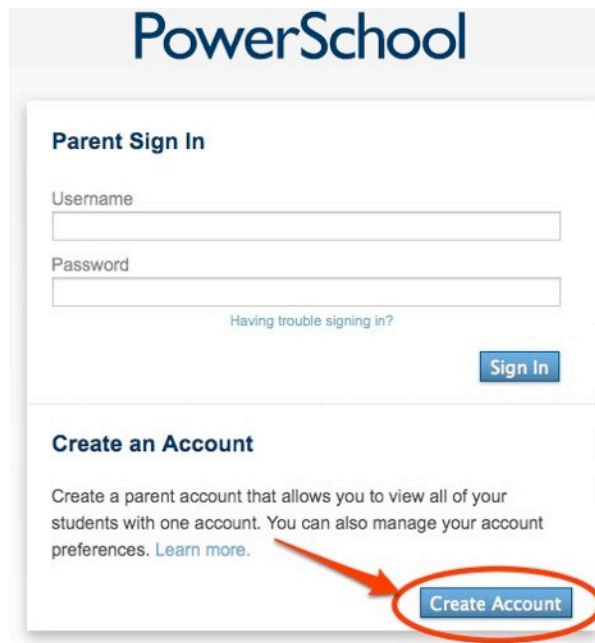
- 2a. In the icon row at the bottom of the screen, choose the PS parent icon



2b. You can also select the PowerSchool option from the drop down menu at the top of the screen under the Parents & Students Title.



3. The browser will open the PowerSchool Parent Portal. In the bottom portion of the Login Window, click the blue “Create Account” Button.



4. In the “Create Parent Account” screen, fill out the requested information regarding your name, username, and password.

PowerSchool

Create Parent Account

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must:

- Be at least 7 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 ▾
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose ▾
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 ▾

5. Next, you must link your student(s) to your account.
 - a. In the Student Name box, you may enter whatever name you use to identify your student. It need not be their full name (for example, you can just type “Bill” instead of “William Deal”).
 - b. Access IDs and Access Passwords are provided to you by each school’s office. These are what link your student(s) records to your account. **It is extremely important that you enter the Access ID and Password exactly as it has been provided.** Both fields are case sensitive.
 - c. In the Relationship drop down list, select the the appropriate choice that most accurately describes your relationship to the student.

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" value="Bryson"/>	<input type="text" value="Dea"/>	<input type="text" value="..."/>	<input type="text" value="Father"/>
2.	<input type="text" value="Preston"/>	<input type="text" value="DEA875"/>	<input type="text" value="....."/>	<input type="text" value="-- Choose"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-- Choose"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Father"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Mother"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Grandfather"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Grandmother"/>

Note: The dropdown menu for the second row is open, showing options: -- Choose, Father, Mother, Grandfather, Grandmother, Aunt, Uncle, Brother, Sister, -----, Adopted daughter, Adoptive parent, Adopted son, Brother, half, Brother, step.

6. Repeat step five for each student you would like to link to your account. Once you have finished, click the blue “Enter” button.

