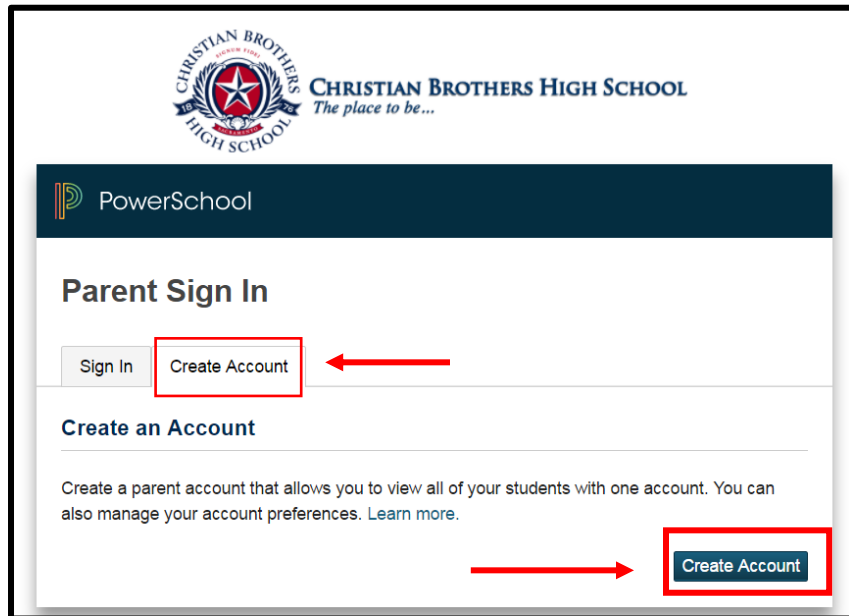


How to Create a Parent Account

Use this procedure to create a new parent account. In order to create an account, you must have the **ACCESS ID** and **PASSWORD** for at least one student. If you need this information or have questions, please contact Becky Woods, bwoods@cbhs-sacramento.org.

1. Open your browser to <https://powerschool.cbhs-sacramento.org/public/home.html>
2. Click **Create Account Tab**
3. Click **Create Account**



4. Fill out the following section.
 - a. Enter the username (*do not use your email address) you would like to use when signing in to the PowerSchool Parent Portal.
 - b. **Remember to enter your email address.**

Create Parent Account

Parent Account Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Password must: •Be at least 6 characters long

How to Create a Parent Account

5. Use the following form to enter information to Link Student to your new account.
 - a. Enter your student name
 - b. Enter the given **ACCESS ID**
 - c. Enter the given **ACCESS Password**
 - d. Indicate your relationship

Link Students to Account

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

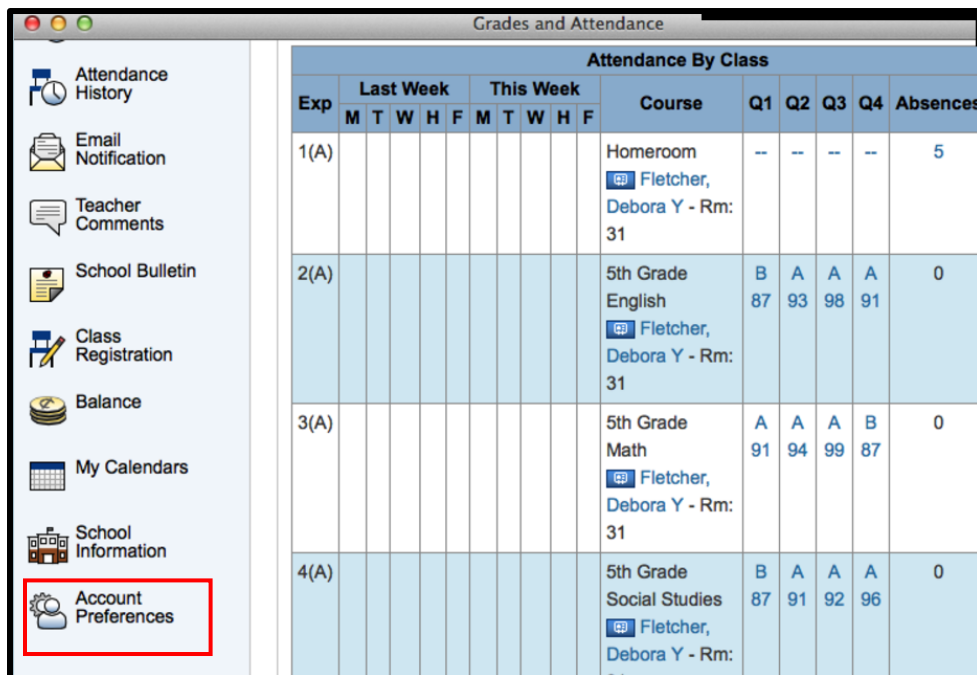
1

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose ▼

6. Click **Enter**. The student and Parent Sign in Page appears.
 7. Enter your username and password.
-

How to Add a student to a previous account

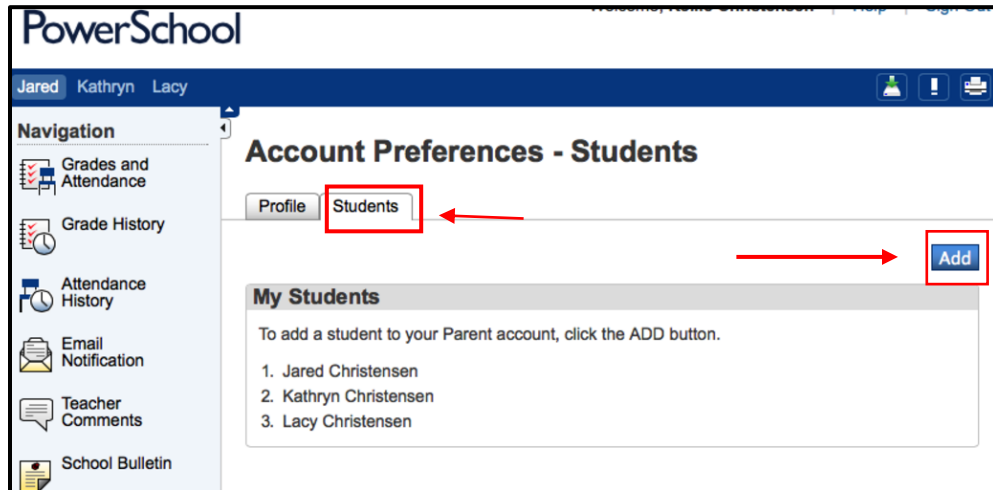
1. Sign in to your account
2. Click **Account Preferences**



Attendance By Class																
Exp	Last Week					This Week					Course	Q1	Q2	Q3	Q4	Absences
	M	T	W	H	F	M	T	W	H	F						
1(A)												--	--	--	--	5
2(A)												B 87	A 93	A 98	A 91	0
3(A)												A 91	A 94	A 99	B 87	0
4(A)												B 87	A 91	A 92	A 96	0

How to Create a Parent Account

3. Click **Students**
4. Click **Add**



5. Enter student name
6. Given **Access ID** and **Access Password**
7. Enter **Relationship**
8. Click **Submit**

The screenshot shows the "Add Student" form. It has a title bar with "Add Student" and a close button (X). The form contains four input fields: "Student Name", "Access ID", "Access Password", and "Relationship". The "Relationship" field is a dropdown menu with "-- Choose" and a downward arrow. At the bottom of the form are three buttons: a help button with a question mark, a "Cancel" button, and a "Submit" button.