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, <u>bwoods@cbhs-sacramento.org</u>.

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

CHRISTIAN BROTHERS HIGH SCHOOL
PowerSchool
Parent Sign In
Sign In Create Account
Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more.

- 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								
Last Name								
Email								
Desired Username								
Password								
Re-enter Password								
Password must:	•Be at least 6 characters long							

- 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									
Access ID									
Access Password									
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

O O Grades and Attendance																	
Attendance	Attendance By Class																
History	Ехр	Last Week			This Week					Course	Q1	Q2	Q3	Q4	Absences		
ر Email		Μ	Т	w	н	F	М	Т	w	н	F						
Notification	1(A)											Homeroom					5
												I Fletcher,					
Comments												Debora Y - Rm: 31					
School Bulletin	2(A)											5th Grade	В	A	A	A	0
												English	87	93	98	91	
Class Registration												Fletcher, Debora Y - Rm:					
10 Regionation												31					
Balance	3(A)											5th Grade	A	A	Α	В	0
	3(A)											Math	91	94	99	87	U
My Calendars												Fletcher,				0.	
												Debora Y - Rm:					
School												31					
	4(A)											5th Grade	в	Α	Α	Α	0
Account	. ,											Social Studies	87	91	92	96	
Preferences												💷 Fletcher,					
												Debora Y - Rm:					

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

PowerSchoo	
Jared Kathryn Lacy	🔺 ! 🛎
Navigation Grades and Attendance Grade History	Account Preferences - Students Profile Students Add
Attendance History	My Students
Email Notification	To add a student to your Parent account, click the ADD button. 1. Jared Christensen 2. Kathryn Christensen 3. Lacy Christensen
School Bulletin	

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

Add Student			×
Student Name	Access ID	Access Password	Relationship
			Choose 💠
2			Cancel Submit