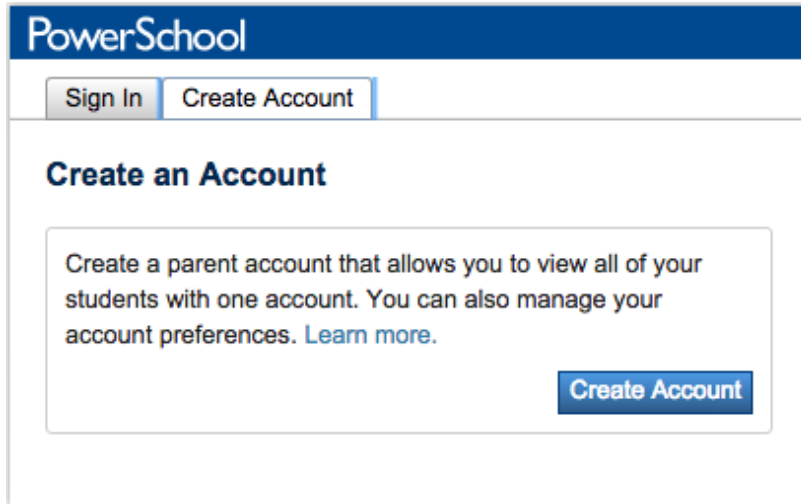


# Hudsonville Public Schools - Parent Users Guide

1) Access our districts website at [hudsonvillepublicschools.org](http://hudsonvillepublicschools.org)

- Click on the Parents/Students button then select PowerSchool

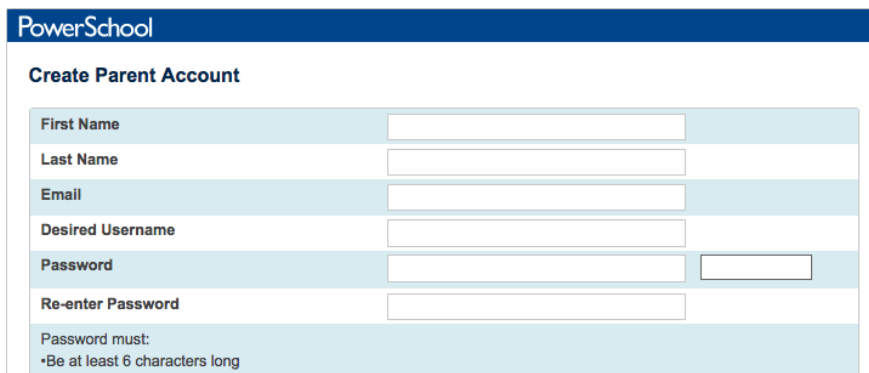
2) Click on Create account.



The screenshot shows the PowerSchool website's 'Create an Account' page. At the top, there is a blue header with the 'PowerSchool' logo. Below the header, there are two buttons: 'Sign In' and 'Create Account', with 'Create Account' being the active one. The main heading is 'Create an Account'. Below this, there is a text box that reads: '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.](#)' To the right of this text box is a blue 'Create Account' button.

3) Enter the first and last name for the account.

- The email address MUST be a valid account. If Parent/Guardians share the same e-mail address, you should only set up one parent access account.
- User Name (no apostrophes).
- Password (no apostrophes and it must be at least six characters).



The screenshot shows the 'Create Parent Account' form on the PowerSchool website. The form has a blue header with the 'PowerSchool' logo. Below the header, the title 'Create Parent Account' is displayed. The form consists of several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. The 'Password' field has a small icon to its right. Below the 'Re-enter Password' field, there is a note: 'Password must: •Be at least 6 characters long'.

4) Scroll down the page and populate the " Link to Students Accounts" portion.

**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 ▾

2

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

- Enter the Name of each Student you wish to associate with the account.
- Enter the Access ID and Access Password for each student.
- Select the relationship you are to the student.

The parents are able to have multiple students associated to their one account.

6) Once all Access IDs and Passwords have been entered, click on enter at the bottom of the page.

7

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

Enter