

How to set up Parent Portal login

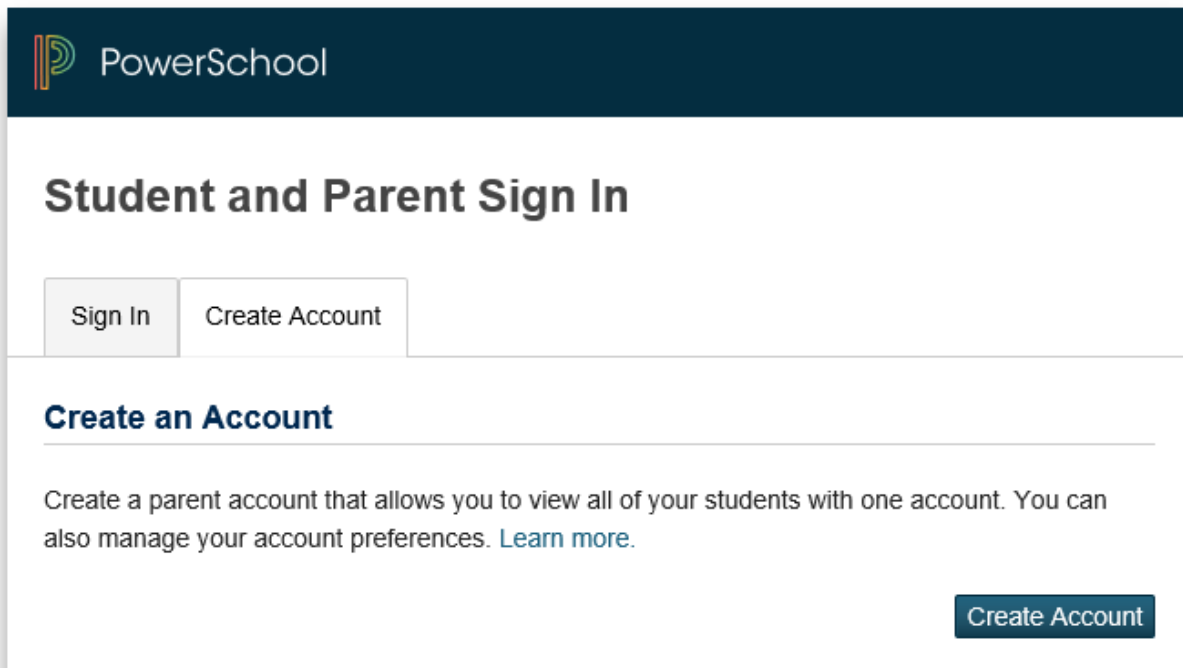
For Students

As a student you do not have to set up anything; just use the PowerSchool username and password that was issued to you at the beginning of the school year. Note that this is not the same as the network access username and password. Typically the PowerSchool password was sent by email to your MyLenape email account.

For Parents

- Go to <http://lenapetech.powerschool.com>
- Click the 'Create Account' tab and again 'Create Account'

Note: Do not use the top fields yet, you must first set up your log in!



The screenshot shows the PowerSchool website interface. At the top, there is a dark blue header with the PowerSchool logo and name. Below the header, the main content area is white and features the heading "Student and Parent Sign In". Underneath this heading, there are two tabs: "Sign In" and "Create Account". The "Create Account" tab is currently selected. Below the tabs, the heading "Create an Account" is displayed. The text below this heading 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.](#)". At the bottom right of the content area, there is a dark blue button labeled "Create Account".

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Fill in the fields;

- Your Name
- Your email address
- In 'Desired User Name' design a username you want to use. You may use **any** name **except** the Access ID.
- Design a password
- In the 'Student name' field under 'Link Students to Account' field, fill in your child's name.

The image shows a screenshot of the PowerSchool website's parent account creation interface. The top header is dark blue with the PowerSchool logo and name. Below the header, the page is divided into two main sections: 'Create Parent Account' and 'Link Students to Account'.

Create Parent Account

This section contains several input fields for account creation:

- First Name:** John
- Last Name:** Doe
- Email:** jdoe@email.com
- Desired Username:** johndoe
- Password:** A field with 10 dots, followed by a green button labeled 'Strong'.
- Re-enter Password:** A field with 10 dots.

Below the password fields, a grey box contains the text: "Password must: •Be at least 6 characters long".

Link Students to Account

This section is titled "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". It includes a small box with the number "1" and a list of fields for the first student:

- Student Name:** Alice Walden
- Access ID:** 123456
- Access Password:** A field with 10 dots.
- Relationship:** A dropdown menu with "Father" selected.

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In the 'Access ID' field type the **Parent/Guardian Portal Access ID** as it was sent to you from Lenape.

In the 'Access Password' type the **Parent/Guardian Portal Access password** as it was sent to you from Lenape.

In the 'Relationship' drop-down box select your relationship to the student.

Click **enter** and you should see the login dialog. You are now ready to sign in!