## How to Create a PowerSchool Parent Portal Account

To create a parent account select the link from our webpage or use the direct web address <a href="https://sis.aspenview.org/public/">https://sis.aspenview.org/public/</a>





From the parent portal sign in site select the tab 'Create Account' and follow up with clicking on the blue 'Create Account' link at the bottom of the account setup box.

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## **PowerSchool**

Create Parent Account					
First Name	Магу				
Last Name	Brown				
Email	mary.brown@gmail.com				
Desired Username	maryb				
Password	Strong				
Re-enter Password					
Password must: •Be at least 6 characters long					

Enter the information in the fields as per the examples.

## 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	Danny		
Access ID	bro726		
Access Password			
Relationship	Mother •		
2			
Student Name			
Access ID			
Access Password			

You will find the Access ID and Access Password information for your child/children from a letter received from your child's school. If you do not have this information it may be requested from the school office.

Access ID		
Access Password		
Relationship	Choose	•
		Enter
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When you have entered all your information, click on enter at the bottom of the page. You need information for at least one child to set up an account, but are able to add additional children via Preferences in the portal once the account is set up. Once you have set up your account, you should be able to return to the Sign In page and log into your account using the username and password that you set up for yourself.

werSc	hool	
Sign In	Create Account	
tudent	and Parent Sign In	
Usernam	10	
maryb		
Passwor	rd	

To add an additional student to your account select 'Account Preferences' from the left hand menu, click on the 'Students' tab and then click on the blue 'Add' link.

PowerSchool		
Danielle		2 4 1 4
Navigation Grades and Attendance	Account Preferences - Students	
Grade History		Add
Attendance History	My Students	
Pay Student Fees	To add a student to your Parent account, click the ADD button. 1. Danielle Siemens	
Notification		
Comments		
School Bulletin		
Class Registration		
My Calendars		
My Schedule		
School Information		
Account Preferences		
alert Alert Solutions 2		

If you require any additional information or experience any problems contact the school office.