

PowerSchool

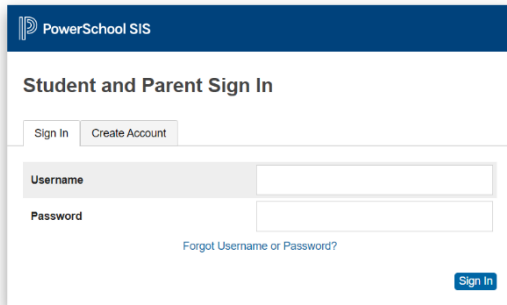
Instructions for New Families

PowerSchool is the system The Basilica School of Saint Mary uses to maintain student's information such as parental and emergency contacts, demographic data, attendance, grades, and other important information.

A parent(s) needs to create a PowerSchool account now that you have received your Student Name(s), Access ID, and Access Password.

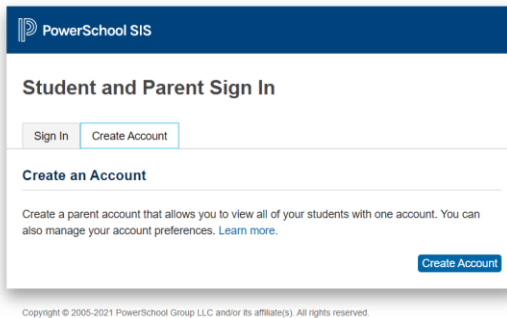
To setup access to PowerSchool, follow these steps:

1. Enter website address <https://arlingtondiocese.powerschool.com>
2. Click "Create Account" tab



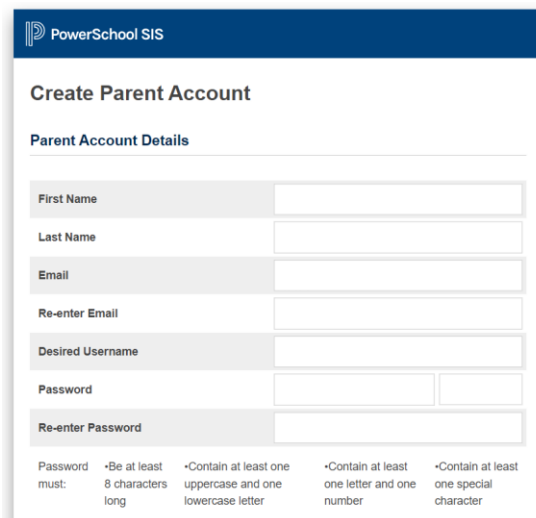
The screenshot shows the PowerSchool SIS login page. At the top is a blue header with the PowerSchool logo and 'PowerSchool SIS'. Below the header is a white box titled 'Student and Parent Sign In'. Inside this box, there are two tabs: 'Sign In' and 'Create Account'. The 'Sign In' tab is selected. Below the tabs are two input fields: 'Username' and 'Password'. Below the 'Password' field is a link that says 'Forgot Username or Password?'. At the bottom right of the white box is a blue button labeled 'Sign In'.

3. Click "Create Account" button



The screenshot shows the PowerSchool SIS 'Create an Account' page. It has the same blue header and white box as the previous screen. The 'Create Account' tab is now selected. Below the tabs, the title 'Create an Account' is displayed. Underneath, there is a paragraph of text explaining the purpose of the account and a link to 'Learn more'. At the bottom right of the white box is a blue button labeled 'Create Account'. At the very bottom of the page, there is a small copyright notice: 'Copyright © 2005-2021 PowerSchool Group LLC and/or its affiliate(s). All rights reserved.'

4. Complete the Parent Account Details on the "Create Parent Account" screen to create your Username and Password.



The screenshot shows the PowerSchool SIS 'Create Parent Account' page. It has the same blue header. The white box is titled 'Create Parent Account'. Inside, there is a section titled 'Parent Account Details'. Below this title are several input fields: 'First Name', 'Last Name', 'Email', 'Re-enter Email', 'Desired Username', 'Password', and 'Re-enter Password'. The 'Password' field is split into two parts. At the bottom of the white box, there is a section titled 'Password must:' followed by five bullet points: '•Be at least 8 characters long', '•Contain at least one uppercase and one lowercase letter', '•Contain at least one letter and one number', and '•Contain at least one special character'.

5. Then scroll down this same Create Parent Account screen to the “Link Students to Account” section, enter the “Student Name” (exactly as given in Welcome note), “Access ID”, and “Access Password”, then select your “Relationship” to the student from the drop-down menu.

If you have more than one newly enrolled student to the school, continue inputting this information for each student, making sure to use that student’s unique Access ID and Access Password. Once you have input all your newly enrolled students, click “Enter” at the bottom of the screen.

The image displays two screenshots of the "Link Students to Account" form. The left screenshot shows the form for two students, labeled 1 and 2. Each student entry has fields for Student Name, Access ID, Access Password, and a Relationship dropdown menu. The right screenshot shows the form for two students, labeled 6 and 7, with an "Enter" button at the bottom right.

Please keep your password confidential to protect your student’s personal and academic information.

You can recover a forgotten Username and reset your Password from the “Forgot Username or Password” link on the PowerSchool login screen.

The image displays two screenshots of the PowerSchool SIS login screen. The left screenshot shows the "Student and Parent Sign In" section with fields for Username and Password, and a "Forgot Username or Password?" link. The right screenshot shows the "Recover Account Sign In Information" section with fields for Parent Username and Parent Email Address, and an "Enter" button.

If you need any assistance with PowerSchool, please email needtechhelp@smsva.org

Thank you