How to create a Parent Portal account in PowerSchool

1. Go to the St Mary's web site https://smknights.org, in the top menu bar locate "Current Knights" and click on it.

2. Scroll down and under the heading "Saint Mary's Students" locate the *PowerSchool* link and click on it

3. From the PowerSchool Student and Parent Sign In page select the Create Account tab
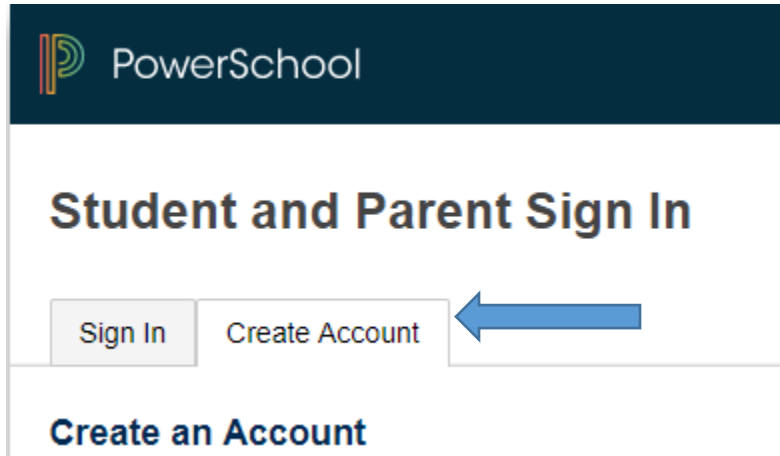
4. Then Click on the Create Account button in the lower right
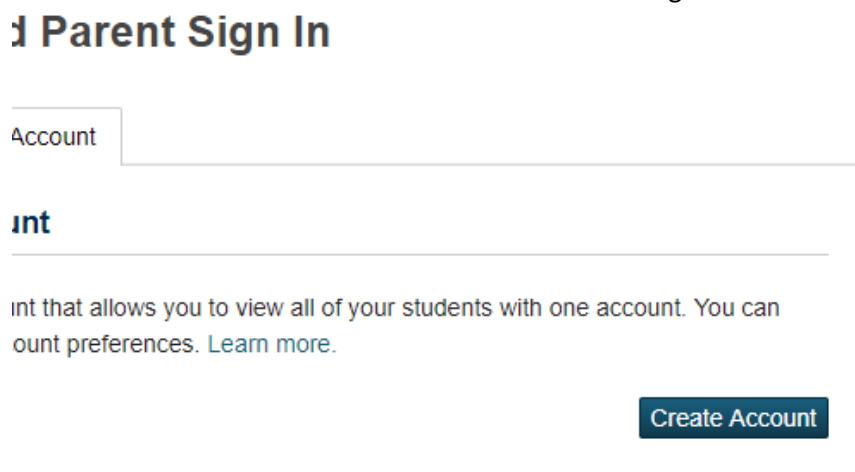
5. In the Create Parent Account, under the Parent Account Details fill in the Parent info.
   First Name – Enter Parent's First Name
   Last Name – Parent's Last Name
   Email – Enter an email that you would like to get student notifications sent to
   Desired Username – This is the user name you will use to log in and view your student's information
   Password – Password must be at least 6 characters long
   Re-enter Password – Put the exact same password used in the Password field above
   Below is a sample

PowerSchool

Create Parent Account

Parent Account Details

First Name	Test
Last Name	Parent
Email	Testparent@gmail.com
Desired Username	TParent
Password	•••••••••• **Strong**
Re-enter Password	••••••••••
Password must:	•Be at least 6 characters long

6. In the Link Students to Account, fill in the Student information for as many students that you have.
   Student Name – Put in the Student's First and Last name
   Access ID – This is the students ID number. ID numbers can be found on students ID and are eight numbers long.
   It will start with either a 18******, 19******, 20******, 21******
   Access Password – Use the Password GoKnights! (It is case sensitive)
   Relationship – You must choose one of the options
   Below is a sample

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	Test A Student
Access ID	18099999
Access Password	··········
Relationship	Other ▼

2

Student Name	Test B Student
Access ID	20099999
Access Password	··········
Relationship	Other ▼

7. Once you have entered all Students and their information, you will then scroll down to the bottom of the page and click on the Enter button

7	
Student Name	
Access ID	
Access Password	
Relationship	-- Choose ▼
	Enter

8. If all the information is correct it will return you to the first page, where you should be able to sign in.

PowerSchool

Student and Parent Sign In

Sign In	Create Account

Select Language	English ▼
Username		
Password	

Forgot Username or Password?

Sign In

9. If it does not work, it will bring you back to the top of the page and it is bright red text, tell you exactly what is missing. Make the corrections and scroll to the bottom of the page and select the Enter button again.

10. If you need assistance please email the SMHS IT department at Support@smknights.jitbit.com. Please provide your name, the students name and the exact issue you are having and we will get back to you as soon as we can.

PowerSchool App

Once you have setup an account. PowerSchool has an app for both Android and Apple. You can download it from either APP store. Look for the icon:

District Code is MGFX