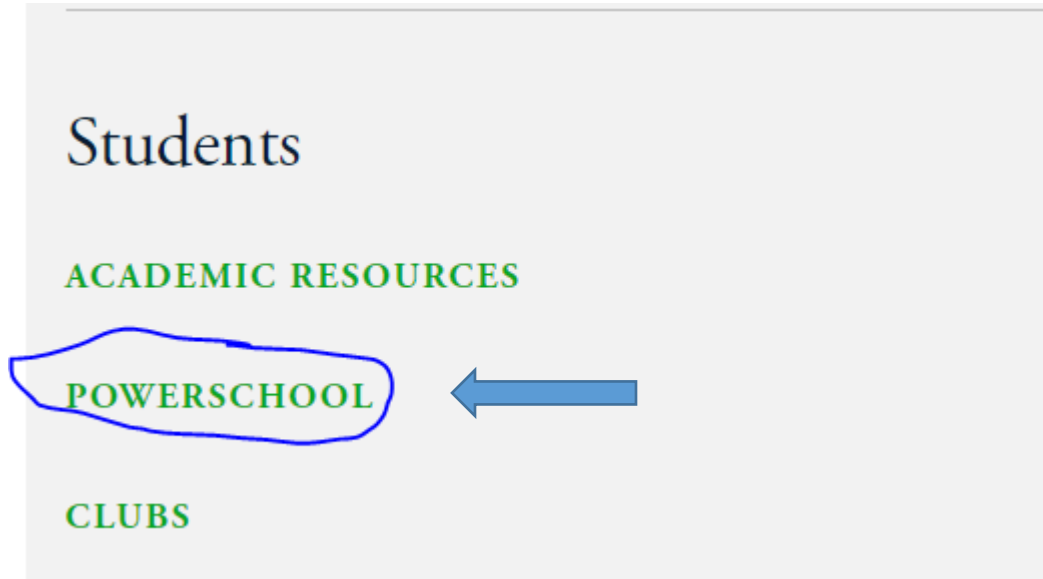
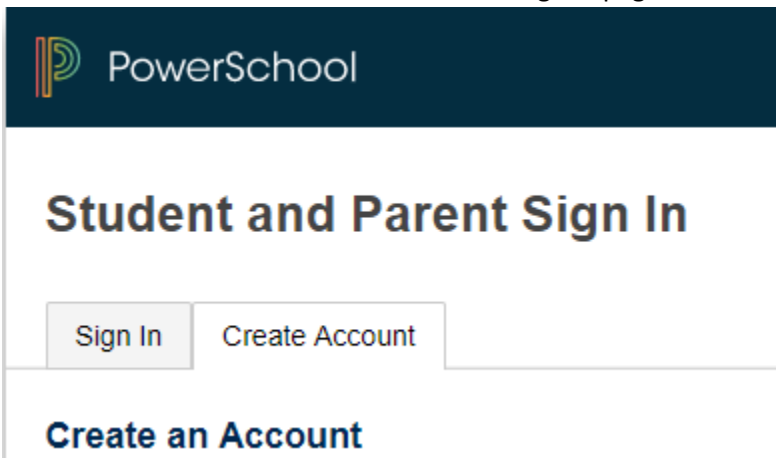


### How to create a Parent Portal account in PowerSchool

1. Go to the St Mary's Current Knights web site <https://wearesm.org/> or get there in the Quick Links tab on <https://smknights.org> under Current Knights.
2. Scroll down to 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

# Parent Sign In

Account

## Int

Int that allows you to view all of your students with one account. You can  
ount preferences. [Learn more.](#)

Create Account

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

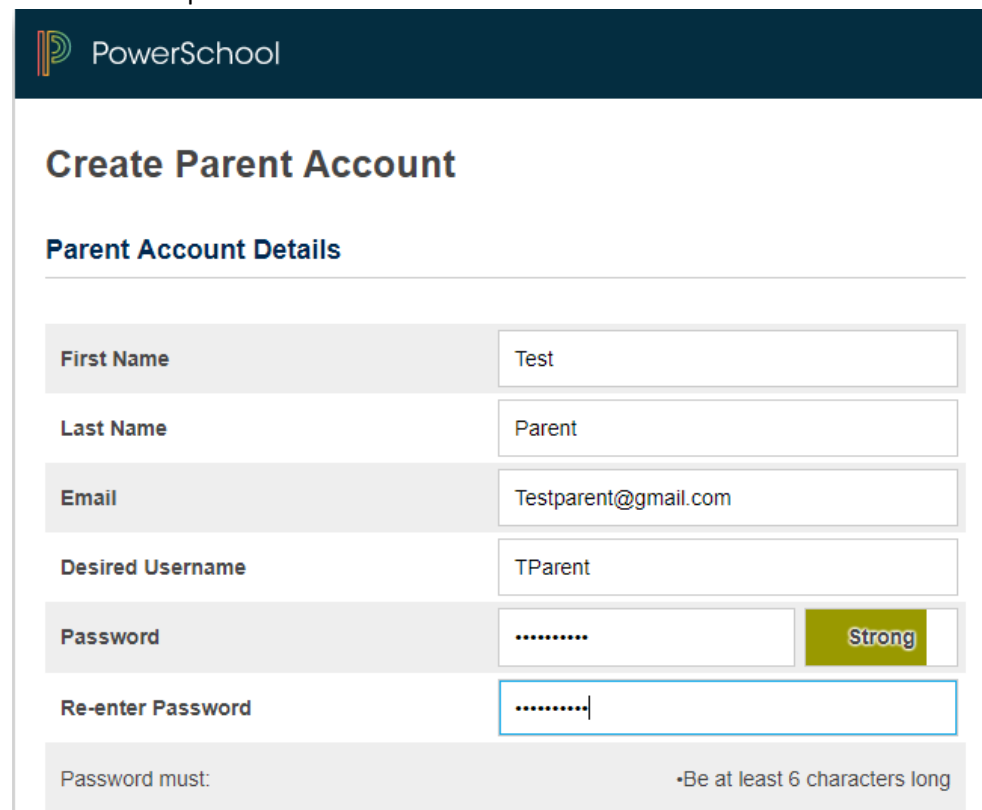
**Email** – Enter an email that you would like to get student notifications sent to

**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



The screenshot shows the PowerSchool 'Create Parent Account' form. At the top is the PowerSchool logo. Below it is the title 'Create Parent Account'. Underneath is the section 'Parent Account Details'. The form contains several input fields: 'First Name' with the value 'Test', 'Last Name' with 'Parent', 'Email' with 'Testparent@gmail.com', 'Desired Username' with 'TParent', 'Password' with a masked field '.....' and a 'Strong' strength indicator, and 'Re-enter Password' with another masked field '.....'. At the bottom, there is a note: '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

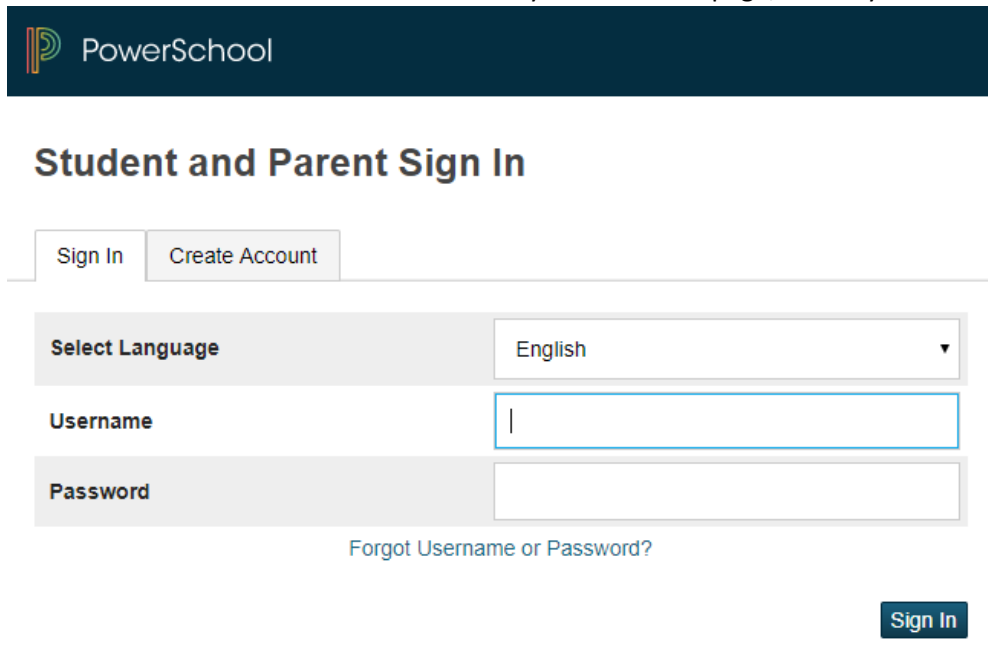
Access Password

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.



The image shows the PowerSchool login interface. At the top is a dark blue header with the PowerSchool logo. Below the header is the title "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are three input fields: "Select Language" (a dropdown menu showing "English"), "Username" (a text box with a cursor), and "Password" (a text box). Below the password field is a link that says "Forgot Username or Password?". At the bottom right is a dark blue "Sign In" button.

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](mailto: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**