Parent Single Sign-on Instructions

Dear Parents;

On October 3rd we activated a significant update to our PowerSchool Parent Portal: "Parent Single Sign-On". This much requested feature allows parents to see all their children with a single log-in instead of separate log-ins for each child. An added bonus is a recover password and/or user name function.

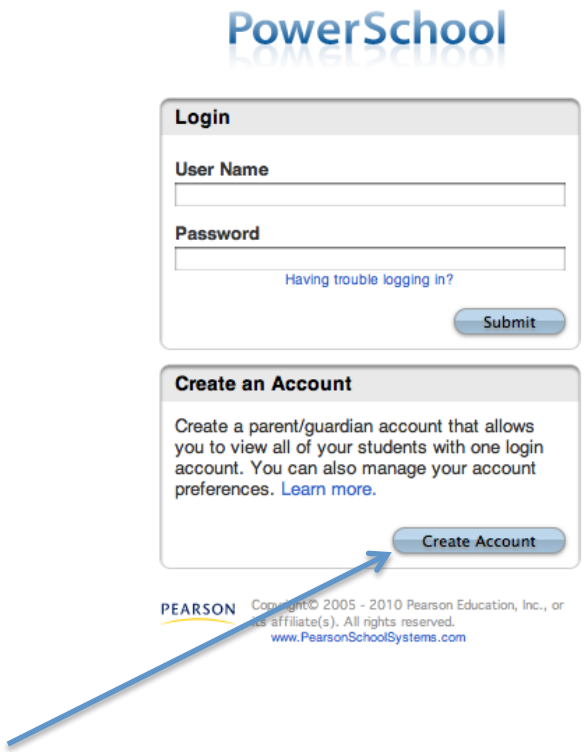
When you visit the Parent Portal for the first time you will need to create a new account. As part of the account creation process you will be able to add all your children. You need only the log-in user name and password you already have for each child to complete the process.

Important Points

- Please note that you must create an account in order to log in and view your child(ren)s progress. This is true even if you have only one child that you view on the old Parent Portal.
- The Parent Portal is only for grades 6 -12 at this time.
- Existing user names and passwords can be used only to create your new log in account and add children to that account. To log on you will have to create a new account.
- ***Passwords are case sensitive. The most common problem we see when setting up the new account is not using the proper case for existing user names and passwords.***

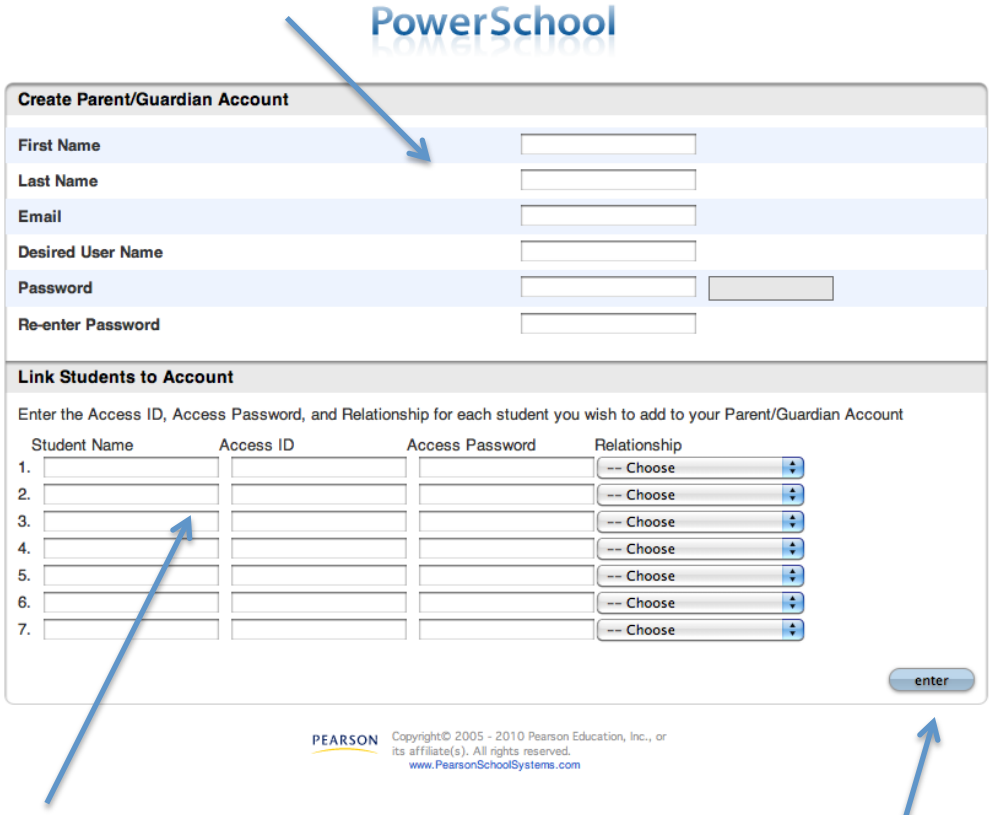
Follow these steps to create your Parent Single Sign-On account.

Navigate to the PowerSchool Parent Portal as you already do
https://pst.region10ct.org/public




Click "Create Account" – Note, you will only see this option once we activate single sign-on.

Fill in the required information in all the boxes as follows;
First Name – Your First Name
Last Name – Your Last Name
E-Mail – Your e-mail address
Desired User Name – A new user name you want to use for your new account, it cannot be the same as the user name for any of your children.
Password – Any password you wish. Type the password in both boxes




Link Students to Account Section.
Student Name – Your child's first and last name
Access ID – The existing user name you have been using for this child's account – **Note - this is case sensitive.**
Access Password – The existing password you have been using for this child's account. **Note – this is case sensitive.**
Relationship – Your relationship to the child (mother, father, etc…)

You can add up to 7 children from this screen. If you have more than 7 children, or if you didn't add all your children on this screen, you can add them later by clicking the "Account Preferences" – "Students" icon.

When you have filled in all the information and added all your children click "enter," then log in with the new account you just created.

Once you complete the new account set-up and add all your children you can access the various account settings for email notices, etc… by clicking the Account Preferences" icon found on the top navigation menu.

We hope you will find Parent Single Sign-On to be a welcome change from the old version.