

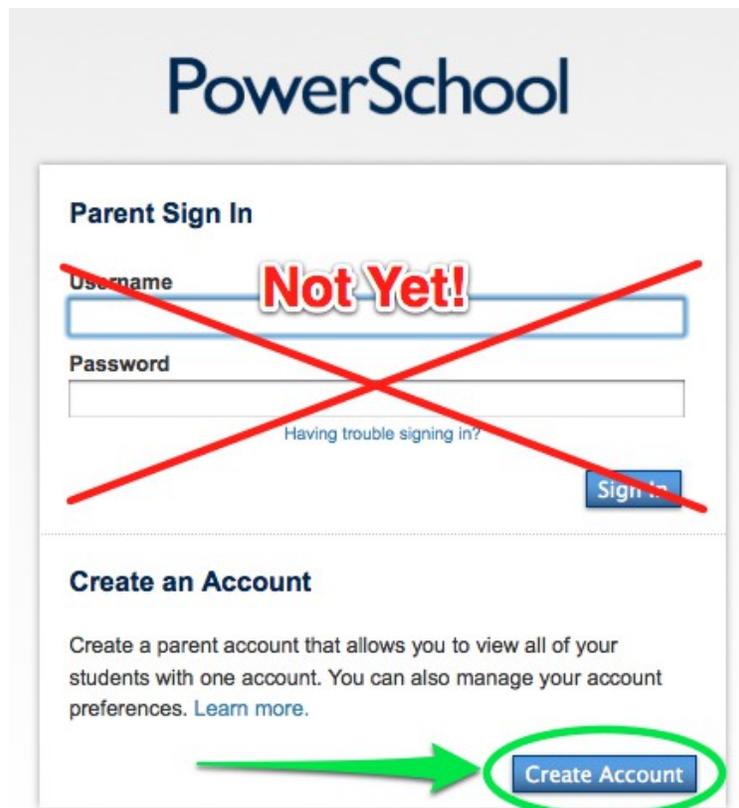
# YCS PowerSchool Parent Portal Account Troubleshooting

## Printing Parent/Student Portal Single Sign On Letter

To print the Access ID and Password (as well as instructions for their use) that parents will need to set up their PowerSchool accounts, select the student(s) you wish to print letters for and navigate to the "Print A Report" page. Choose the "SSO Parent/Student Portal ID Letter" report and click submit.

## Parent Account Setup (Parents)

The ID and password parents receive from YCS are used to link their child to their parent account, which **they create** by going to <https://ps.ycschools.us/public>.



**PowerSchool**

**Parent Sign In**

Username **Not Yet!**

Password

Having trouble signing in?

Sign In

**Create an Account**

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

After clicking on the Create Account button, this screen will appear:

### Create Parent Account

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Password must:

- Be at least 6 characters long

### 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	Access ID	Access Password	Relationship
1. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose -- <input type="button" value="v"/>
2. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose -- <input type="button" value="v"/>

In box 1, the parent will enter their desired username and password. **This is the username and password they will use to log in on the first page!**

In box 2, the parent will enter the Access ID and Access Password provided by YCS to link their student to their account.

## Parent Account Username/Password Reset

If a parent has created an account already and has forgotten their username or password, it can be reset by clicking on the "Parents" tab on the PowerSchool start page and searching for the parent's name or email address.

### Start Page



Search

Students Staff **Parents**

First Name Last Name Email Address

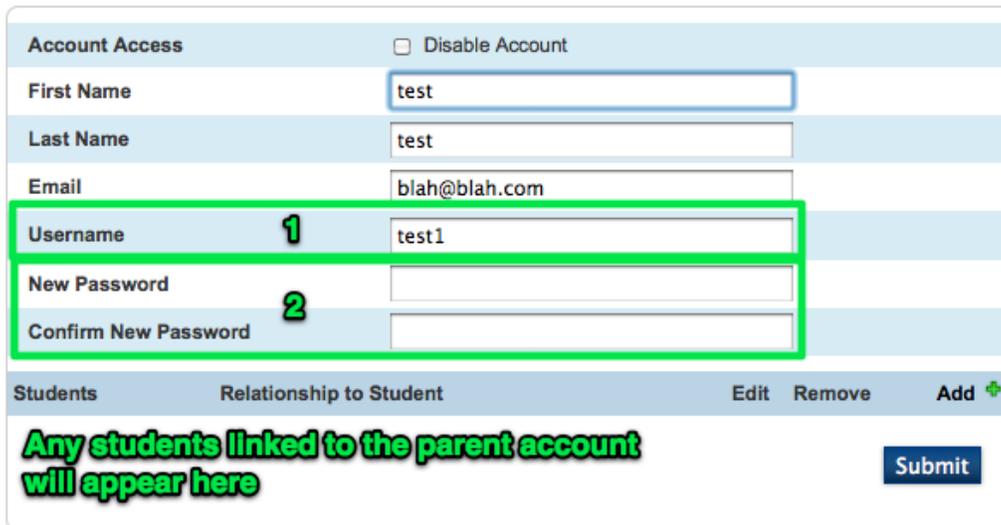
How to Search

Browse Parents

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Once found, the Edit Parent page will appear

### Edit Parent



Account Access  Disable Account

First Name test

Last Name test

Email blah@blah.com

Username **1** test1

New Password **2**

Confirm New Password

Students Relationship to Student Edit Remove Add +

**Any students linked to the parent account will appear here**

Submit

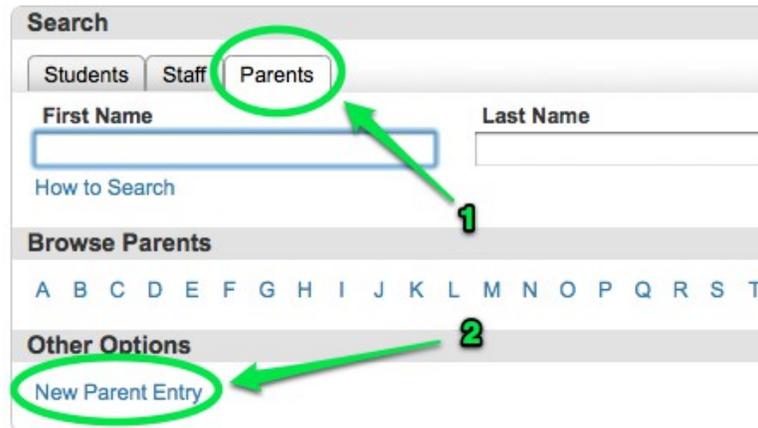
In box 1, the parent's current username will be displayed.

In box 2, users are unable to view current passwords, but if a parent has forgotten their password, a new, temporary password can be set for them. They will be able to change the password after they have logged in with it if they desire.

## Parent Account Setup (YCS Staff)

If for any reason a parent is unable to create an account, an account can be created for them. To do this, from the start page, click on the "Parents" tab, then click on the "New Parent Entry" link.

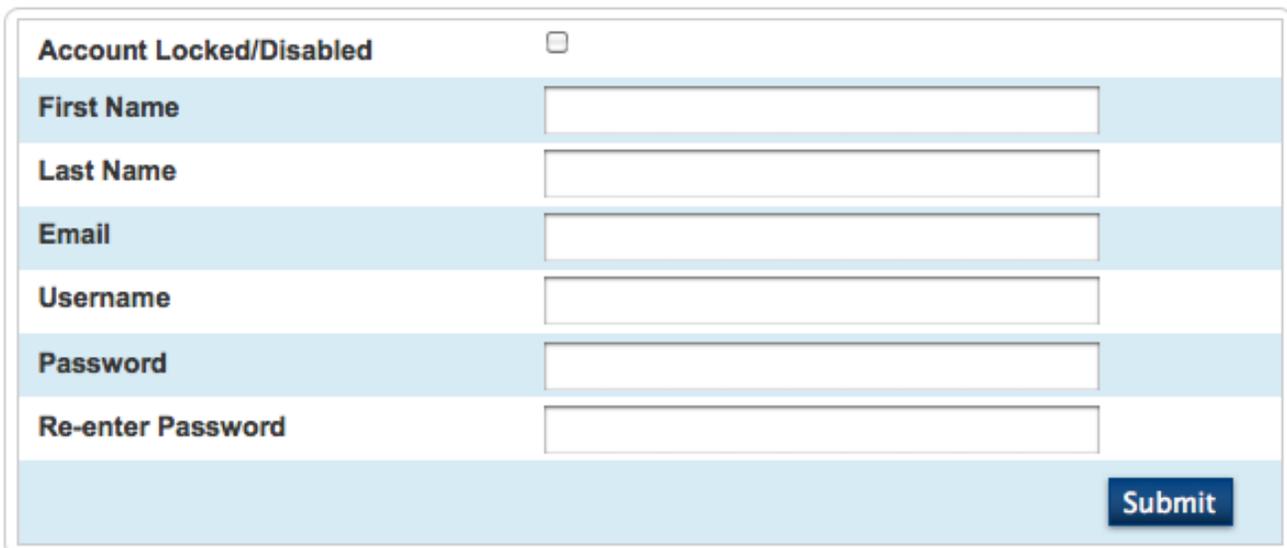
### Start Page



The screenshot shows the 'Start Page' interface. At the top, there is a 'Search' section with three tabs: 'Students', 'Staff', and 'Parents'. The 'Parents' tab is circled in green, and a green arrow labeled '1' points to it. Below the tabs are two input fields for 'First Name' and 'Last Name'. Underneath these fields is a link that says 'How to Search'. Below that is a 'Browse Parents' section with a horizontal list of letters from A to T. Below the letters is an 'Other Options' section, which contains a link labeled 'New Parent Entry' that is circled in green. A green arrow labeled '2' points to this link.

Fill in the required information and click submit.

### New Parent Account



The screenshot shows the 'New Parent Account' form. It has a light blue background. At the top left, there is a checkbox labeled 'Account Locked/Disabled'. Below this are six input fields, each with a label to its left: 'First Name', 'Last Name', 'Email', 'Username', 'Password', and 'Re-enter Password'. At the bottom right of the form is a dark blue button with the word 'Submit' in white text.

Distribute the username and password to the parent after the account has been created.