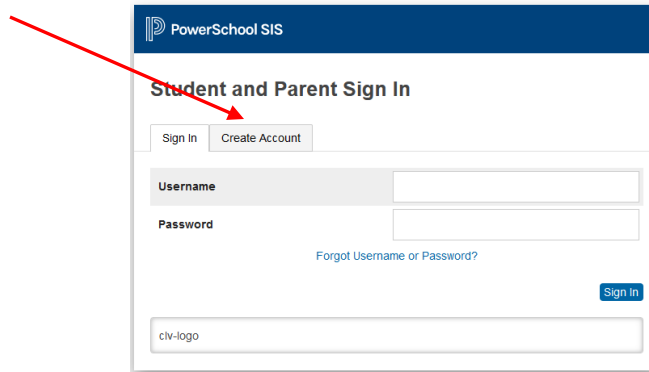# Creating Your Parent Portal Account

Parents and guardians can have one login to access important student information in one place. Also, parents and guardians will not have to share logins as each parent or guardian can set up his or her own unique login and password. Please follow the directions below to get started using the PowerSchool Parent Portal.

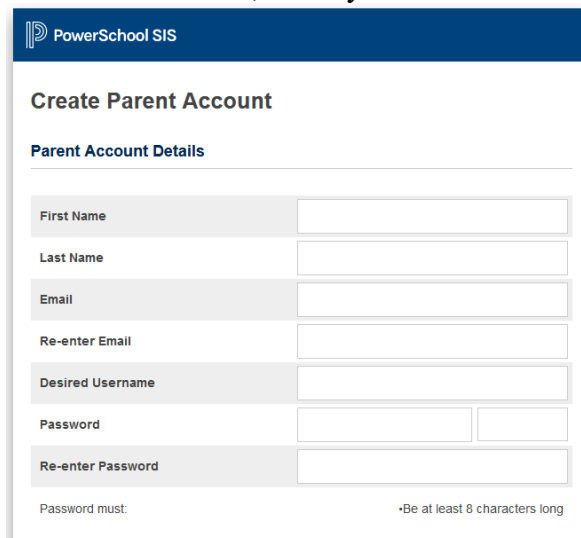1. Go to the "PowerSchool Parent Portal" log in page:

   http://ps.cattlv.wnyric.org

2. Click the Create an Account tab.

   Then click the Create Account button on the following screen.

3. In the Parent Account Details section, fill in your information.

   First Name – Enter your first name.
   Last Name – Enter your last name.
   Email – Enter your email address.

Desired User Name – Enter the user name you would like to use when logging into the PowerSchool Parent Portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name.

Password – Must be a minimum of 8 characters. When entering your password a colored bar will appear to the right – this indicates the strength of the password. The more color that fills up the bar, the stronger the password.

Re-enter Password – Re-enter your password. The password you enter must match the Password field.

4. In the Link Students to Account section, enter the Student Name, Access ID, Access Password, and choose your relationship to the student to link your student(s) to your new login. If you have more than one student you can enter all of their names, Access IDs, and Access Passwords on this page. Once all information has been entered click enter.
*Note: The Access ID and Password are Case Sensitive and must be entered exactly as printed on the Access Letter sent from the school. Please contact the appropriate building office to request a letter.

Once you click enter you will see the following:
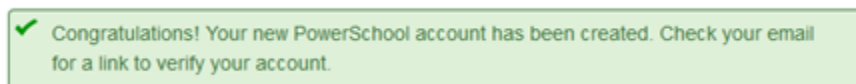
Check your email account for a message with the subject: PowerSchool Account Email Verification. You will have to click the link in the email to verify your account within 24 hours of signing up for the account.

Once you have verified your account, you can log into the Parent Portal using the User Name and Password you created. If you have more than one student, you will see the student names on a blue bar across the screen – click on names to switch between your students.

Information available varies by building. If you have any questions, please contact your child's building main office.