

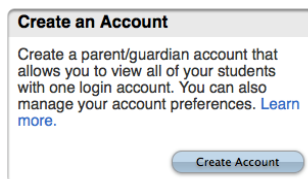
Dear Parent or Guardian:

We are pleased to introduce the new and improved PowerSchool Parent Portal. 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. Scroll to the bottom of the page and choose Create an Account.



3. At the top of the screen fill in your information including new password, which must be at least 6 characters.

A screenshot of the 'Create Parent/Guardian Account' form. The form has a title bar 'Create Parent/Guardian Account' and several input fields: 'First Name' (Jane), 'Last Name' (Doe), 'Email' (jdoe@google.com), 'Desired User Name' (janedoe1), 'Password' (masked with dots), and 'Re-enter Password' (masked with dots). To the right of the password field is a strength indicator bar that is partially filled with orange and labeled 'Weak'.

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 6 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.

- At the bottom of the screen enter the Student Name, Access ID, Access Password, and choose a relationship 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.**

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

Student Name	Access ID	Access Password	Relationship
1. Jennifer Doe	parentportal123	●●●●●●	Mother, natural/adoptive ▼
2. John Doe	parentportal321	●●●●●●	Mother, natural/adoptive ▼
3.			-- Choose ▼
4.			-- Choose ▼
5.			-- Choose ▼
6.			-- Choose ▼
7.			-- Choose ▼

Once you click enter you will be taken to the Parent Portal log in screen and should see the following:

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

Login

User Name

Password

[Having trouble logging in?](#)

You can now log into the Parent Portal using the User Name and Password you created. Once you are logged into the Parent Portal you can manage your account by clicking the Account Preferences button. If you have more than one student, you will see buttons to switch between your student's information. Information available varies by building. If you have any questions, please contact your child's building main office.

