

## How to set up your PowerSchool account

1. **Access** the Parent and Student Portal. The link is also available in Parent eResources on the Episcopal website. Links are specific to each school or district.
2. **Create an Account**. Once in the Parent and Student Portal, you will need to click the **Create Account** tab.
3. Fill out the **Parent Account Details** form.
4. **Link student to your account**. Use the Access ID and Access Password for each of your students to link them to your account. You should have received an email at the start of school with this information, if you need the information resent to you please contact [helpdesk@ehsbr.org](mailto:helpdesk@ehsbr.org).
5. Click **Enter** to finish creating your account. Be sure to store your username and password in a secure manner.

If you already have a parent account but need to add another child...

1. After signing in to the web portal, click **Account Preferences** on the left menu
2. Under **Account Preferences**, click on the **Students** tab
3. Now click on the **Add** button and follow the necessary steps