



Parent Guide to Setup a “Single-Sign-On” for all your children in PowerSchool

Dear Cartersville Parents,

For more than five years Cartersville City Schools has provided parents with real-time access to grades and attendance online. This feature has been very popular, with over 400+ parent visits per day to our site. Over the years, we have often received feedback from parents of multiple children that it's inconvenient to have to login separately for each child. With the latest version of PowerSchool, there is new functionality that will let you look at information on all your children in one place. This guide will show you how to set it up.

With “Single-Sign-On”, you will be able to create a single “parent” account, and then provide the information to link your children's information to your parent account.

This guide assumes that you have the previous login information for each of your children. If this isn't true, the process is unclear, or you just need some help, don't hesitate to contact your child's school. They will have instructions on how to assist you in using this new feature.

To begin, click this link:

<http://powerschool.cartersville.k12.ga.us/public>

then click on the “Create an Account” button.

The screenshot shows the PowerSchool website interface. At the top, the 'PowerSchool' logo is displayed in blue. Below the logo, there are two main sections. The first section is titled 'Login' and contains two input fields: 'User Name' and 'Password'. Below the 'Password' field is a blue link that says 'Having trouble logging in?'. A blue 'Submit' button is located at the bottom right of the 'Login' section. The second section is titled 'Create an Account' and contains a paragraph of text: 'Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)'. A blue 'Create Account' button is located at the bottom right of the 'Create an Account' section.

The next screen you see will look like below. Create a username and password, and then fill out the information on each of your children. The Access ID and password for your child needs to be typed in all caps. The

relationship should be *your* relationship to the child (i.e, Mother, Father, etc). *Note, if you are a Cartersville employee, your parent username must be different from your regular PowerSchool username.*



Create Parent/Guardian Account

First Name	<input type="text" value="Super"/>
Last Name	<input type="text" value="Parent"/>
Email	<input type="text" value="superparent@yahoo.com"/>
Desired User Name	<input type="text" value="superparentlogin"/>
Password	<input type="password" value="*****"/> Weak
Re-enter Password	<input type="password" value="*****"/>

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.	<input type="text" value="SuperKid1"/>	<input type="text" value="ParentLoginFromSuperKid1"/>	<input type="password" value="*****"/>	<input type="text" value="Mother, natural/adoptive"/>
2.	<input type="text" value="SuperKid2"/>	<input type="text" value="ParentLoginFromSuperKid2"/>	<input type="password" value="*****"/>	<input type="text" value="Mother, natural/adoptive"/>
3.	<input type="text" value="Superkid3"/>	<input type="text" value="ParentLoginFromSuperKid3"/>	<input type="password" value="*****"/>	<input type="text" value="Mother, natural/adoptive"/>
4.	<input type="text" value="Superkid4"/>	<input type="text" value="ParentLoginFromSuperKid4"/>	<input type="password" value="*****"/>	<input type="text" value="Mother, natural/adoptive"/>
5.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
6.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>
7.	<input type="text"/>	<input type="text"/>	<input type="password"/>	<input type="text" value="-- Choose"/>

Click “Enter” when you are finished, and if all your information is correct, and the username is available, you’ll be greeted with this screen. Your new account should be permanent and last as long as your children are enrolled in the district.

If you need further assistance, your schools office staff can help you get up and running. If you have any comments or feedback, feel free to contact me at 770.387.5571 or tech@cartersville.k12.ga.us



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

Login

User Name	<input type="text"/>
Password	<input type="password"/>
Having trouble logging in?	
<input type="button" value="Submit"/>	