HCPS PowerSchool
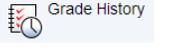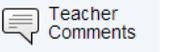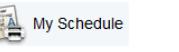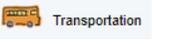
Student/Parent Portal
Creating Connections Between Home and School

PowerSchool Parent Portal is a powerful, easy-to-use, secure communication tool connecting teachers, parents, and students. Online access to grades, attendance, and assignments makes it easier for parents, teachers, and students to accurately monitor, identify, and accelerate student progress.

PowerSchool Parent Portal will allow parents/guardians with more than one child to access all of their children at one time with one login and password. This will also allow both parents/guardians to have separate accounts for their child(ren). Students will log in using their HCPS username and password.

Any parent who created a Portal account last year, including during last year's course recommendation window, will continue to use that same account. User names and passwords have not changed on any parent accounts created last school year.

Grades and Attendance	This feature displays comprehensive information about student grades and attendance for the current term. When viewing assignment grades, you may see the following symbols: ☑ - Collected, ▲ - Late, ■ - Missing ◆ - Score is exempt from final grade ✖ - Assignment is not included in final grade ****Please note: You may see a discrepancy between the Class Attendance and Day Attendance values. Day Attendance values are from the school's Attendance Office and are considered a part of the student's official record.**
Grade History	This feature displays student quarter and semester grades for the current term.
Email Notification	This feature provides parents of students in **grades 6-12** the ability to manage account email preferences, including the choice of what information to receive, how often you would like to receive the information, and any additional email addresses you would like to use.
Teacher Comments	This feature displays any comment(s) that a teacher has attached to a report card grade.
Class Registration	This feature provides parents of rising 6th-12th graders the ability to manage course requests during the school's course recommendation window.
School Information	This feature displays school information such as school name, phone number and address.
My Schedule	This feature displays student schedules. Parents of students in grades 6-12 should click the Weekly Schedule tab to see their child's schedule for each day of the week.
Account Preferences	This feature provides the ability to manage parent account information, including name, user name, password and email address. This feature would also be used to add additional children to your existing parent account.
Access Logs	This feature displays a summary of how many times a user's portal account has been accessed. The date, time and duration of each login is noted.
Transportation	This feature displays morning and afternoon student bus route information.
Schoology	Learning platform to organize all of the digital elements of their learning and view your child's courses, calendars, updates, assignments and groups.
MySchoolBucks	View meal balances, track purchases and make payments for school lunches.
Access Online Forms	This feature provides parents the opportunity to review, complete and submit school forms through our online forms portal. For more information regarding this process, please visit our main website and click on the Online Services Button.

HOW TO CREATE A BRAND NEW POWERSCHOOL PORTAL ACCOUNT

1. Go to https://sis.henrico.k12.va.us/public
2. Click the **Create Account** tab
3. Click the **Create Account** button.
4. Under Create Parent Account, **enter** your First Name, Last Name, and Email.
5. **Enter** your desired Username. Your Username must be unique and should not contain a space or any of the following characters: **& # % ^ ` Tést [ ] { } ; " ' < > / | **
6. If the name you choose already exists, you will be prompted to enter a different one.
7. Enter your desired Password. Password must:

    * Be at least **8** characters long
    * Contain at least one uppercase letter
    * Contain at least one lowercase letter
    * Contain at least one number
    * Contain at least one special character (Example: ! or #)

8. Re-enter your Password
9. Under <u>Link Students to Account</u>, enter the Student's First and Last Name in the Student Name box.

Link Students to Account	
Enter the student name, student number, student initials (lowercase), birthday (YYYYMMDD), and your relationship for each student you want added to your parent account. (Ex: John A. Public with birthday of June 2, 2002 is entered jap20020602)	
1	
Student Name	John Public
Student Number	12345123450
Student Initials (lowercase) and Birthday (YYYYMMDD) (Ex: John A. Public with birthday of June 2, 2002 is entered jap20020602)	•••••••••••
Relationship	Mother

10. Enter the 11-digit Student Number. The Student Number can be found on documents, such as report cards and student information records. Please contact the student's school if you do not have this information.
11. Enter the student's <u>first initial</u> (lower case), <u>middle initial</u> (lower case), <u>last initial</u> (lower case), and birthday (Example: John A. Doe with birthday of June 2, 2002 would be entered **jad20020602**).
     a. If last name is **hyphenated**, only use the **first initial** of the hyphenated last name. For example: John A. **D**oe-Martin, with a birthday of June 2, 2002. You would still enter **jad**20020602.
12. Enter **your** relationship to the student (for example: mother, father, aunt)
13. Repeat steps 9-12 for multiple students
14. Click **Enter**

HOW TO LINK STUDENT(S) TO EXISTING POWERSCHOOL PORTAL ACCOUNT

1. Go to **https://sis.henrico.k12.va.us/public**
2. Type in your Username, Password, and click Sign In
3. Under the Navigation menu on the left, click Account Preferences.
4. On the Account Preferences – Profile page, click the Students tab.
5. Click the Add button on the far right of the page.
6. In the Student Name box, enter the Student's First and Last Name in the Student Name box. Be sure to leave a blank space in between the Student's First and Last Name.

Add Student	
Student Access Information	
Student Name	John Public
Student Number	12345123450
Student Initials (lowercase) and Birthday (YYYYMMDD) (Ex: John A. Public with birthday of June 2, 2002 is entered jap20020602)	•••••••••••
Relationship	Mother
	Cancel OK

7. Enter the 11-digit Student Number. The Student Number can be found on documents, such as report cards and student information records. Please contact the student's school if you do not have this information.
8. Enter the student's <u>first initial</u> (lower case), <u>middle initial</u> (lower case), <u>last initial</u> (lower case), and birthday (Example: John A. Doe with birthday of June 2, 2002 would be entered **jad20020602**).

    * If last name is **hyphenated**, only use the **first initial** of the hyphenated last name. For example: John A. **D**oe-Martin, with a birthday of June 2, 2002. You would still enter **jad**20020602.

9. Enter **your** relationship to the student (for example: mother, father, aunt).
10. Click **Submit**
11. You should see additional student's name appear in blue bar across top of page. Click on name in blue bar to see information for that student.