

## POWERSCHOOL PARENT PORTAL ACCOUNT

### **What if I don't have PowerSchool Parent Account?**

1. Open the Internet browser on your computer.
2. Type <http://ps.lphs.net> into the address bar.
3. Click the "Create Account" button at the bottom of the page. Complete the fields on the top half of the page.
4. To link a student to your account, enter the student's name, Access ID, and Access Password (this information was sent home in the July Registration Packet) into the appropriate fields. Select your relationship to the student from the drop-down menu.
5. If you have other students who need to be added to your account, add their names, Access IDs, and Passwords to the list. You can also add additional students after you have logged in for the first time.
6. Click the blue "enter" button to finish creating your account.
7. Once your account is created, enter the username and password you chose for your parent account.
8. Proceed to the [Online e-Registration Section](#).

### **What if I forgot my parent portal login name and password?**

1. From the PowerSchool login page, select the "Having trouble logging in?" link.
2. If you forgot your Password: Fill in your User Name, Fill in your Email Address, Click Enter The system will send you a Security Token with instructions on how to reset your Password to the Email address listed. The Security Token is only good for 30 minutes. If the parent/guardian fails to reset the password in the allotted time, you will need to repeat the process.
3. If you forgot your User Name: Click on the Forgot User Name? tab, enter your Email Address, click Enter. The system will send you an email listing your user name.
4. Questions on PowerSchool parent account may be directed to Barb Franklin at 815-220-2720.

### **What if I didn't receive or misplaced the letter with my Access ID and Password information?**

Please contact Barb Franklin at 815-220-2720 or Amy Williams at 815-220-2780.

### **What if I have a PowerSchool Parent Portal Account, but not for all the students I need to register?**

1. Log into your PowerSchool parent portal account at <http://ps.lphs.net>
2. Click Account preferences on the left side of the screen.
3. Click the gray Students tab below the blue bar with student names in it.
4. Click the blue Add+ button on the right side of the screen.
5. Enter the Student's name, Access ID, and Access Password (please refer to the letter in the Registration packet sent home in July) into the appropriate fields. Select your relationship to the student from the drop-down menu.
6. Click the Submit button.
7. Other students can be added to this account by repeating steps 4-6.
8. Proceed to the [Online Registration Section](#).

### **What if I just arrived in the area and have a new student who has never attended LaSalle-Peru High School?**

1. Visit the LPHS counseling office at 541 Chartres St. LaSalle or call 815.220-2749. Please refer to the [Counseling Section of our website for transfer information](#).
2. You will be provided an Access ID and Password that you can use to set up your PowerSchool Parent Account. Continue to [What if I don't have PowerSchool Parent Account?](#)
3. Once your student and account are active, proceed to the [Online e-Registration Section](#).

### **What if I want additional information on the PowerSchool Parent Portal?**

1. [Click here for the Parent Portal User Guide](#).