Single Sign-On for the Parent Portal

From your internet browser go to the PowerSchool
Parent Portal: **http://fburg.powerschool.com**

First thing to do before logging in is:

Create An Account

Login

User Name

Password

Having trouble logging in?

Submit

Create an Account

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.

Create Account

To create a parent/guardian account, you will
enter the following information:

- **Name** – Your first and last name
- **Email** – Student notifications and correspondence
  related to your parent/guardian account will be sent to this email.
- **Desired User Name** – Your user name is your unique PowerSchool identity
- **Password** – Your password must be at least 6 characters long
- **Student Access Information** – Information for a minimum of one student.
  This includes the *Parent Web ID, Access Password* for each student, and your
  relationship to the student. (his/her information is available at the school.) *The
  Access ID
  case sensitive*.   (Screenshot below of Creating Account)

Create Parent Account

First Name	Susie
Last Name	Jones
Email	sjones@yahoo.com
Desired Username	sjones
Password	•••••••••••• ▭ **Strong**
Re-enter Password	••••••••••••

Password must:

• Be at least 6 characters long

Link Students to Account

Enter the Parent Web ID and Parent Password for each student, and your relationship to the student.

	Student Name	Access ID	Access Password	Relationship
1.	Tina Jones	Jon112	••••	Mother

Once you have created the account and added your child(ren), click Enter. You then will be directed back to a login screen where you will use your **new login and password** that you just created. (See below)

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?

Submit

After logging in you will see the main Parent Portal screen. Across the top you will see a tab for your child(ren). On the left navigation bar there are links to several screens providing information about grades, attendance, email notification, school bulletin, fee balances, honor roll, demographic change, test scores, etc.

Clicking on *Account Preferences* tab in the left navigation bar brings you to an Account Preferences K Profile screen. Here you can change your email, user name, or password.

Selecting the *Students tab* from the Account Preferences screen takes you to a screen where you can add additional children to your account. Once again you will need to know the original *Parent Web Id and Web password* for that student. This information can be acquired from the school.

Once you have created your Single Sign On account in PowerSchool, and have associated your students with your account, you can now view and monitor those accounts with your one login to PowerSchool. You are now able to use the SchoolMessenger Contact Manager tool.

Once logged in to PowerSchool, click the small arrow in the upper right of the window…

When you click this icon a sliding window appears with a list of available applications. Click on **Contact Manager**.
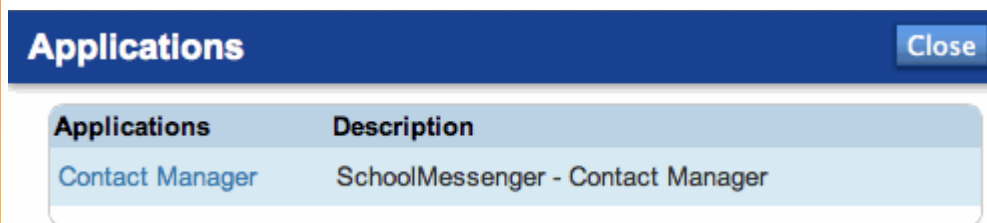
This will log you into the Contact Manger system in a new browser window.

In the SchoolMessenger Contact Manager system you can view past messages for your students in the Messages tab and you can manage your contact information for each, or all, of your students in the Contacts tab.

To change your contact information for your student(s) click the Edit link to the right of their name (in the Contacts tab).

The first phone number is from PowerSchool and can only be changed by contacting your student's school office and changing the phone number through them. The same applies to the first e-mail address.

You may enter up to three additional phone numbers, three additional e-mails and four text (SMS) phone numbers.

For each phone or e-mail entered you can select what type of messages you want to be sent to that contact. This allows you to provide one phone number for attendance notifications and a different phone number for emergencies. Perhaps you want emergency and attendance calls to go to your home number, but only emergency calls to go to your cell phone.

If you check the box at the bottom to Save To All Contacts then your changes will be made to all of your students associated with your account.

Click the Save button to save your changes.