

Cedar Rapids Community Schools - Parent Login Instructions

Parents,

Please read this important information so you can access your students PowerSchool information. Parents/guardians now have the ability to create an account that will allow you to access **all your students** from a SINGLE LOGIN. You are able to create your own User Names and Passwords.

If you have NOT previously created an account – please do so with the attached student access information.

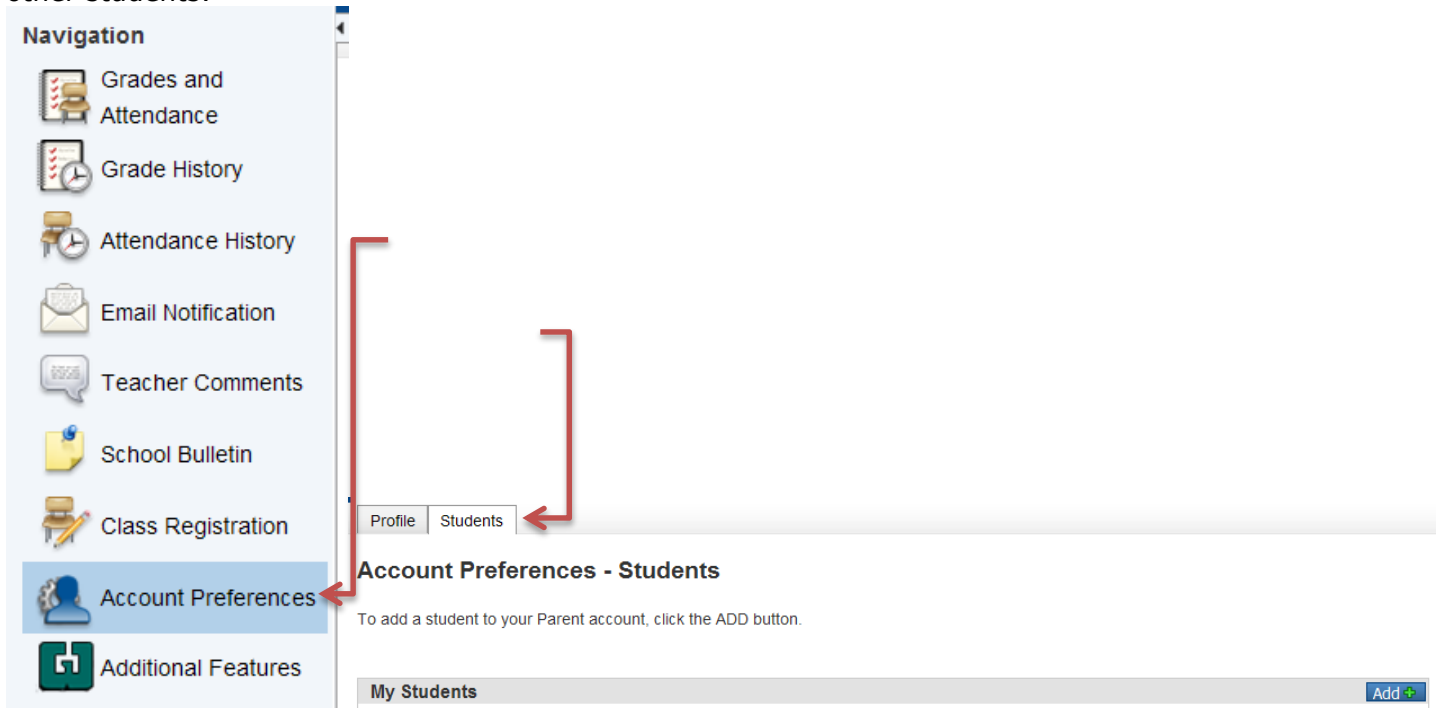
If you currently have an account and need to add students – follow the appropriate instructions for adding students.

You need to add Students to an already existing account

If you currently have an account login into it and go to Account Preferences in the left column. Once on this screen click on the Students tab to see the students attached to your account.

Click the **Add +** button and enter the student information and click Submit when complete.

This will add the student to your account and they will now show in your list and across the top with the other students.

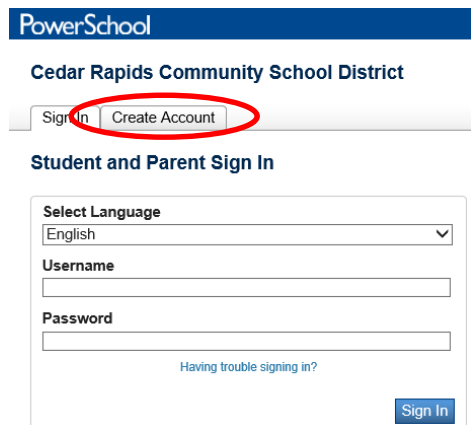


The screenshot shows the PowerSchool Parent Account Preferences interface. On the left is a navigation menu with the following items: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, **Account Preferences** (highlighted), and Additional Features. The main content area is titled "Account Preferences - Students" and contains a sub-menu with "Profile" and "Students" (selected). Below this is a message: "To add a student to your Parent account, click the ADD button." At the bottom of the page, there is a section labeled "My Students" with an "Add +" button on the right. Red arrows in the original image point from the "Account Preferences" menu item to the "Students" tab, and from the "Students" tab to the "Add +" button.

You need to Create an account

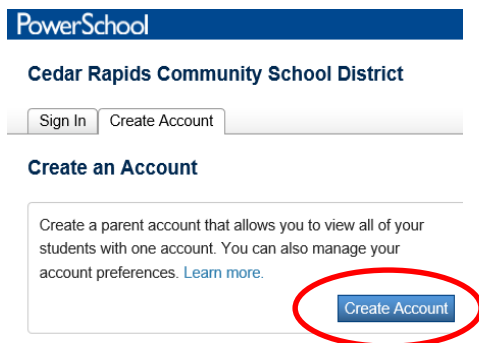
You will need to go to the PowerSchool login page:

<https://pscr.gwaea.org/public> or click onto the PowerSchool link on the schools website. You will see the following screen:



The screenshot shows the PowerSchool login page for Cedar Rapids Community School District. At the top, there are two buttons: "Sign In" and "Create Account". The "Create Account" button is circled in red. Below the buttons is a section titled "Student and Parent Sign In" with a "Select Language" dropdown menu set to "English". There are input fields for "Username" and "Password", and a "Sign In" button at the bottom right.

1. Click the Create Account tab
2. On the next screen, click on Create Account button
3. The screen below will appear



The screenshot shows the "Create an Account" page. It has the same header as the login page. Below the header, there are "Sign In" and "Create Account" buttons. The "Create Account" button is circled in red. The main content area contains text explaining the benefits of a parent account and a "Create Account" button at the bottom right, which is also circled in red.

Create Parent Account

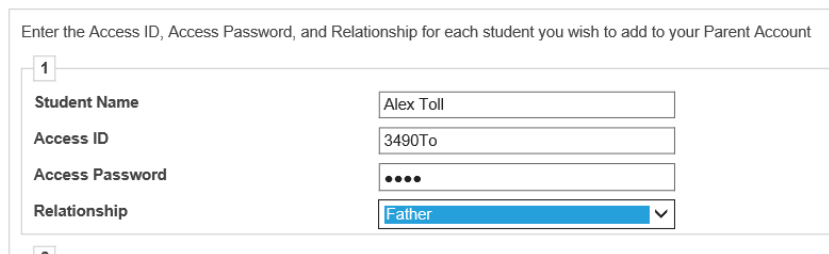


The screenshot shows the "Create Parent Account" form. It has several input fields: "First Name" (Joshua), "Last Name" (Toll), "Email" (jtoll@gmail.com), "Desired Username" (jtoll), "Password" (masked with dots), and "Re-enter Password" (masked with dots). There is a "Strong" indicator next to the password field. Below the fields, there is a note: "Password must: •Be at least 6 characters long".

This is where you will setup access to ALL your students.

- Enter an E-Mail address – Note: The e-mail address **MUST be unique**. If Parent/Guardians share the same e-mail address, you should only set up one parent access account.
- User Name (No apostrophe's or @).
- Password (No apostrophe's and it must be at least six characters)
- Enter the Name of each Student you wish to associate with.

Link Students to Account



The screenshot shows the "Link Students to Account" form. It has a heading: "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". Below this, there is a table with one row for a student named "Alex Toll". The fields are: "Student Name" (Alex Toll), "Access ID" (3490To), "Access Password" (masked with dots), and "Relationship" (Father, selected from a dropdown menu).

Enter the Access ID and Access Password for each student.

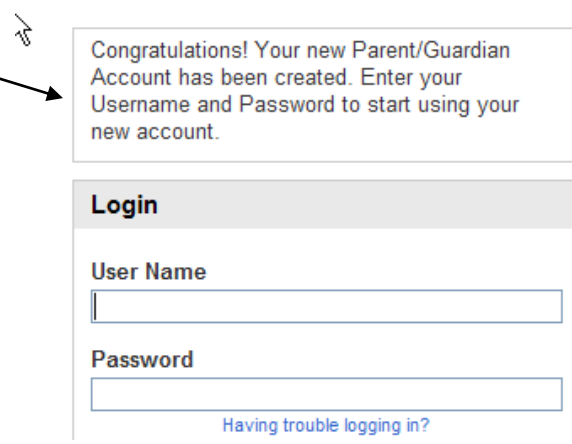
****Access ID's and Access Passwords are on the accompanying letter.**

- Select the relationship you are to the student.

NOTE: Should you enter something incorrectly, when you hit Enter, the Edit checks will catch the error; but will unfortunately, also blank out many of the fields you have entered. You must re-enter the information in its entirety before the record is created.

3. Scroll to the bottom of the screen and click **Enter** when you have completed this link to all of your students.

4. Assuming you are successful, you will receive this message.



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?](#)

What if you forget your login information?

On the login page click on Having Trouble Logging in?

If you forgot your Password:

- Fill in your User Name
- Fill in your E-Mail Address
- Hit Enter

The system will authenticate your information and send you a Security Token with instructions on how to re-set your Password to the E-Mail address listed.

Login

User Name

Password

[Having trouble logging in?](#)

Submit

It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to re-set the Password in that allotted time, you will need to repeat the process.

If you forgot your User Name:

- Click on the Forgot User Name tab
- Enter your E-Mail Address
- Hit Enter

The system will authenticate your information and send you an E-Mail listing your User Name.

Recover Account Login Information

To recover your account login information, provide the information below.

[Forgot Password?](#)

[Forgot User Name?](#)

User Name

Email Address

Enter