

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.

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 Login 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 with a blue bar and a red arrow), and Additional Features. The main content area shows the 'Account Preferences - Students' page. At the top of this page are two tabs: 'Profile' and 'Students' (selected, with a red arrow pointing to it). Below the tabs is a heading 'Account Preferences - Students' and a sub-heading 'My Students' with an 'Add +' button to its right. A red line with arrows indicates the path from the 'Account Preferences' menu item to the 'Students' tab and then 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:

Login

User Name

Password

[Having trouble logging in?](#)

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.](#)

1. Click the Create Account button
2. The screen below will appear

Create Parent/Guardian Account

First Name	<input type="text" value="Joshua"/>	
Last Name	<input type="text" value="Toll"/>	
Email	<input type="text" value="jtoll@mail.com"/>	
Desired User Name	<input type="text" value="jtoll"/>	
Password	<input type="password" value="....."/>	Strong
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. Alex Toll	2864	Father, natural/adoptive ▼
2.			-- Choose ▼
3.			-- Choose ▼
4.			-- Choose ▼
5.			-- Choose ▼
6.			-- Choose ▼
7.			-- Choose ▼

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.

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. 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.

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.

Login

User Name

Password

[Having trouble logging in?](#)

Submit

Recover Account Login Information

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

Forgot Password? Forgot User Name?

User Name

Email Address

Enter