

## EXCELSIOR MIDDLE SCHOOL – How to Create a Family PowerSchool Account

PowerSchool is our student database system where parents/guardians can access our daily bulletins, your child's grades, attendance, and update your child's emergency information at registration time.

You will need to go to the Linn-Mar web page : [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us) and click on "PUBLIC" under the PowerSchool heading in the left hand column.

You will NOT have a personalized login user name and password until you create an account. Click on "Create Account".

1. The screen below will appear

Student Name	Access ID	Access Password	Relationship
1. Alex Toll	2664	****	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. Next, enter the parent first and last name, and email.

Create a personalized user name and password to be used with the account. Use no apostrophe's and it must be at least six characters. Once you set up your family account with a personalized password the buildings can no longer lookup your password if you forget it; so please write it down for future reference.

Link ALL of your students to your family account by entering each student's LEGAL name; the parent access ID and Access Password. Select the relationship you are to the student.

Click **Enter** and you should be ready to login.

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.

Your assigned Access ID & Password :

Student Name:

Access ID:

Access Password

If Parent/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at a time.

After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your student family members.

- Select the appropriate name to change the page to that student's information.



### 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 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 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 Name.