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 e	mergency informat	ion at registratio	n time.	aang sam	o (110) y o u o		,
You will need to go to the Linn-Mar web page : <u>www.linnmar.k12.ia.us</u> and click on "PUBLIC the PowerSchool heading in the left hand column.						n	1
					User	Name	
					Pass	word	
						Having trouble logging in?	
You will NOT have a perso	onalized login user	name and passw	ord until you create an ac	ccount. Cl	ick	Submit	
on create Account .					Crea	ite an Account	1
					Creat to vie accou prefe	te a parent/guardian account that allows you w all of your students with one login unt. You can also manage your account rences. Learn more.	
1 The screen below	w will appear					Create Account	
Create Barant/Cuardian Assount			This is where you will se	etup acces	ss to ALL vo	ur students.	J
		_	Next, enter the parent f	first and la	ast name, a	nd email.	
First Name	Joshua		Create a nereceptional				
Last Name	Toll		account. Use no apostro	ser name ophe's and	and passwo d it must be	at least six characters	Once
Email	jtoll@mail.com		you set up your family a	account w	ith a persor	alized password the bu	uildings
Desired User Name	jtoll		can no longer lookup yo	our passwo	ord if you fo	orget it; so please write	it
Password	•••••	Strong	down for future referen	ce.			
Re-enter Password	•••••		Link ALL of your studer	nts to you	r family acco	ount by entering each	
Link Students to Account			student's LEGAL name;	the pare	ent access I	D and Access Password	l.
Enter the Access ID, Access Password, and Relationship for	each student you wish to add to your Par	ent/Guardian Account	Select the relationship y	you are to	the studen	t.	
Student Name Access ID	Access Password	Relationship					
2. Alex Toli 2004		Choose	Click Enter and you sho	ould be re	ady to login	l.	
3.		Choose	A Assuming you are				
 Note: Use parent access If below, not the student ID 	D's and passwords	Choose 💌	successful, you will	2 -			
6.		Choose	receive this message.	° (Congratulatio	ns! Your new Parent/Gua	dian
1.				4	Account has I	been created. Enter your	
		enter			Jsername an	d Password to start using	your
					ion account.		
				L	Login		
Your assigned Ac	cess ID & Pa	assword :					
Student Name:				l	User Name		
Access ID:							
				Password			
Access Password				Password			
				L		Hawing trouble logging in?	
						naving trouble logging in?	
If Parent/Guardians share	e the same account	t, ONLY ONE Pare	ent/Guardian may access	the			
account at a time.				4	POW	erSchool	
After successfully logging	in, you will see a	series of tabs und	ler the PowerSchool logo		1 0 11	el School	
listing your student family	y members.						
 Select the appro 	priate name to cha	inge the page to	that student's information	ı.	Avery Err	nily Laura Vickie	
							i i
What if you forget you	r login informatio	on?					
On the login page click or	n Having Trouble L	ogging in?					
Fill in your User Name				Login			
Fill in your E-Mail Address				User Name			
• Hit Enter			o 11 - 1 - ···	Password			
The system will authentic	a Security Token with	н	laving trouble logging in?	instructions of	ו how		
It is important to note that	d for 30 minutes. If the		C	Submit Parent/Guard	an		
fails to re-set the Passwor	rd in that allotted ti	me, you will need	to repeat the process.				
Click on the Force	r ivarne: pot User Name tab			Recover Acc	count Login Information	n provide the information halow	
	,unit unit			To recover you	n account rogin information	, premier ure intormation delow.	

- Enter your E-Mail Address •
- Hit Enter •

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

User Name				
Password Having trouble logging in?	instructions on how			
Submit	Parent/Guardian	1		
Recover Account Login Information				
To recover your account login information, provide the info	ormation below.			
Forgot Password? Forgot User Name?				
User Name	User			
Email Address				
	Enter			