



# SPS Parent Portal Account Setup

**Important Note:** this documentation assumes you have a Parent Portal Authorization Form in hand which includes an Access ID and Access Password (these are required for completion of step 3). If you do not have this authorization, you must work with your students' school to complete the "acceptable use agreement", at which time the required ID and Password will be issued.

To begin using the Parent Portal, you will need to complete the following steps:

## Step 1: Parent Portal Login Page

Go to the SPS Homepage (<http://www.springfieldpublicschools.com>) and select on 'Parents' then **Parent Portal** and then the **Log-On to the PowerSchool Parent Portal** link.

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### Parent Portal

**3** Log-On to the PowerSchool Parent Portal

Get the PowerSchool App for iPhone, Use district code **CFCQ** for Springfield.  
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## Step 2: Create Your Account

Select 'Create Account'. This one-time setup must be completed the first time you access **Parent Portal**.



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### Student and Parent Sign In

Sign In **Create Account**

#### Create an Account

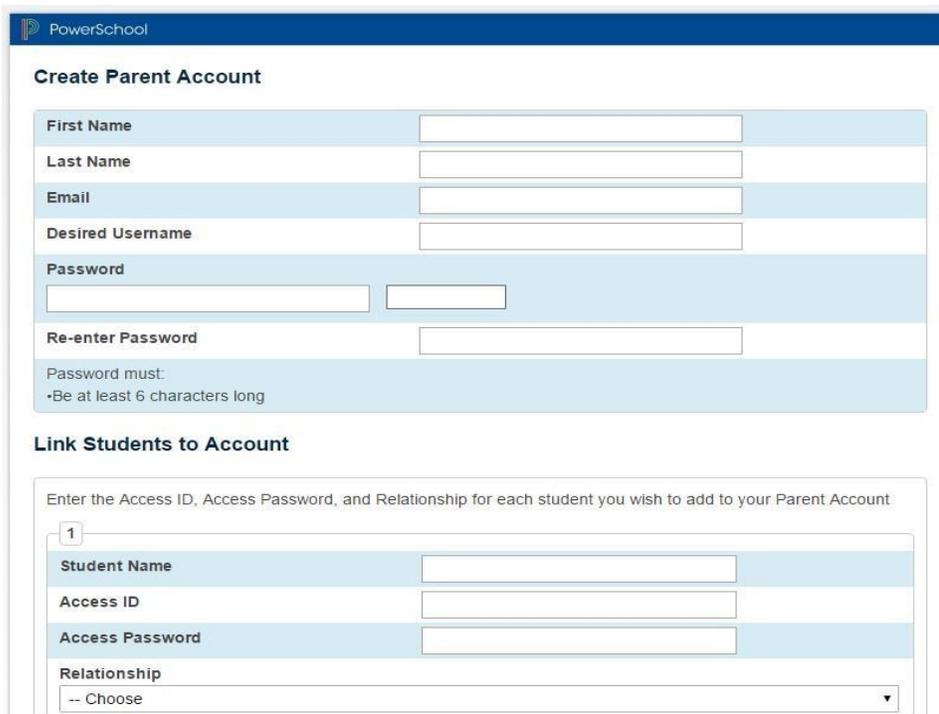
Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

**Create Account**

If you have already created an account, skip to step 5.

## Step 3: Enter Required Information

Enter all required information.



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### Create Parent Account

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must:

- Be at least 6 characters long

### Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1
Student Name <input type="text"/>
Access ID <input type="text"/>
Access Password <input type="password"/>
Relationship -- Choose

### Note:

**Email:** Enter the email address that you would like notifications/correspondence sent to.

**Desired Username:** You will use this to sign in. (Must be case sensitive, no spaces, no email addresses, and no special characters)

**Password:** Must be at least six characters long (Case sensitive)

## **Step 4: Link Student(s) to Account**

You can add all your SPS students to your single Parent Portal Account once you have obtained the Access ID and Password

For each student, you must enter Student Name, Access ID and Access Password (these are provided to you by SPS and can be found on the Parent Portal Authorization Form), and you must select the appropriate relationship from the dropdown menu.

**Note:** Access ID and Access Password are case sensitive.

Select 'Enter' after you have added all your students to your account.

## **Step 5: Sign In**

After you have successfully created your account, the following screens will display.

Enter the username and password you created and select 'Sign In' to access **Parent Portal**.



The screenshot shows the PowerSchool login interface. At the top is the PowerSchool logo. Below it is the title "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these are three input fields: "Select Language" (a dropdown menu showing "English"), "Username", and "Password". A link "Forgot Username or Password?" is located below the password field. A red box highlights the "Sign In" button.

# Step 6: Navigate Parent Portal

After you sign in, use the icons along the left side of the screen to view all available information.



View information for another student on your account by selecting a different name from the top left menu.



For detailed help on the **Parent Portal**, select the 'Help' link in the top right corner.



## Step 7: Notifications

To setup notifications, select the 'Email Notification' link on the left of the screen.

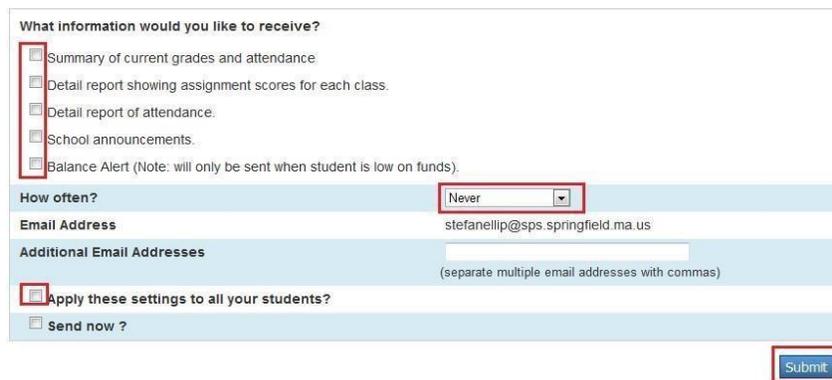


Check off any information you would like to receive notifications on, including grades, attendance, and assignments.

Select a frequency for the notifications by selecting an option from the 'How often' dropdown box.

You can check the box next to 'Apply these settings to all your students' if you would like to receive the same notifications for each of your students linked to your account.

Select 'Submit' when you have finished setting up your notification preferences.

A screenshot of a notification settings form. The form has several sections: 'What information would you like to receive?' with five checkboxes (all unchecked); 'How often?' with a dropdown menu set to 'Never'; 'Email Address' with the value 'stefanellip@sps.springfield.ma.us'; 'Additional Email Addresses' with an empty input field and a note '(separate multiple email addresses with commas)'; 'Apply these settings to all your students?' with a checked checkbox; and 'Send now?' with an unchecked checkbox. A 'Submit' button is located at the bottom right of the form and is highlighted with a red box.

## Step 8: Sign Out

Select 'Sign Out' when you are finished working in Parent Portal.

