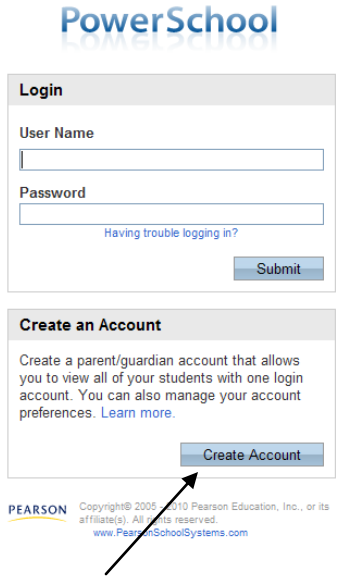
PARENT SINGLE SIGN-ON QUICK REFERENCE

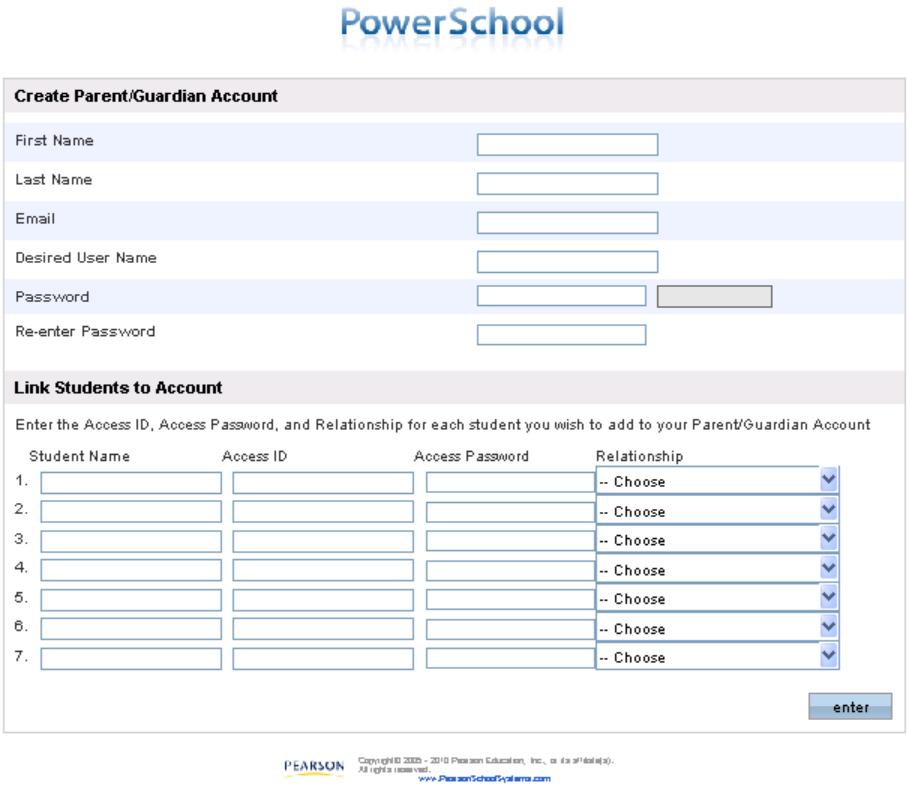
Before you begin make sure you have received your "Confidential ID and Password" assigned to you for each child, issued by the school.

Web Address for Buford City Schools Parents/Guardians to login to PowerSchool Parent Portal:
http://powerschool.bufordcityschools.org/public/

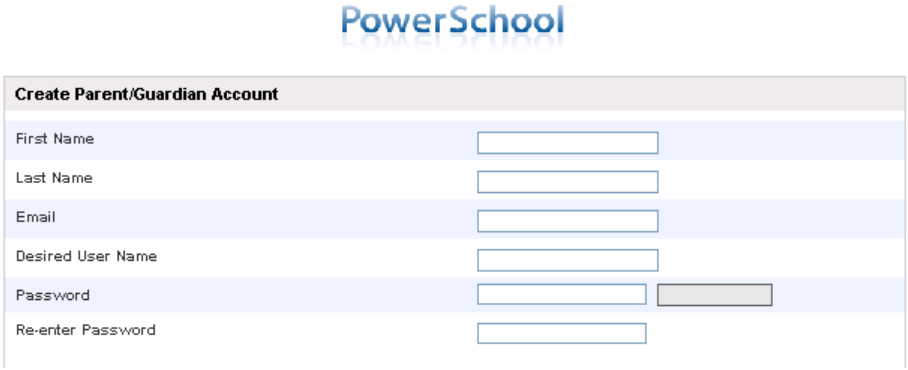
The Login prompt appears: **All** parent/guardians will be required to **create an account** to initialize new access to PowerSchool.



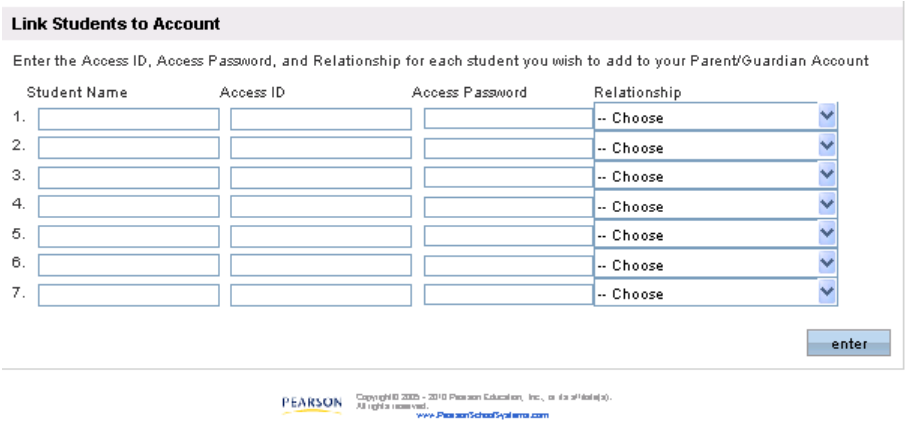
Click the "**Create Account**" button. The following screen will open.



The first section on this page, **"Create Parent/Guardian Account"** requires you to enter the following information necessary to establish the parent/guardian account: your First Name, Last Name, and unique Email Address; create a unique User Name and Password. The Password must be at least 6 characters. Re-Enter the Password. These will not be case sensitive when you use them to login after creating your account.

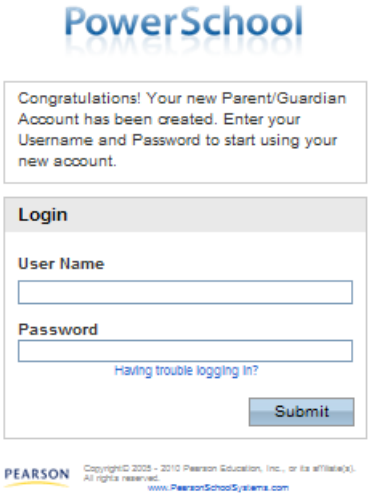


The second section on this page, **"Link Students to Account"**, requires you to enter the following information for at least one student: student name (first and last name), Access ID (labeled *Your Confidential ID* on your letter issued from the student's school; **this is the parent/guardian's previous ID**), Access Password (labeled *Your Password* on your letter issued from the student's school; **this is the parent/guardian's previous password**), select your relationship to the student. **Enter the ID and Password in these fields as they appear on your letter. These are case sensitive on this screen.**



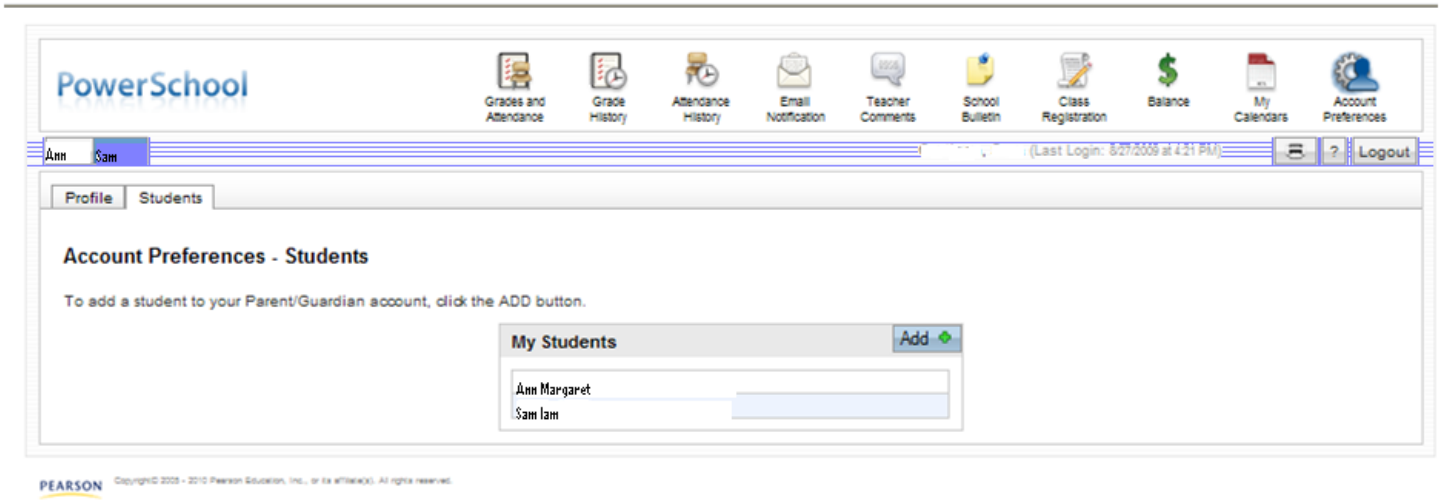
Parents/guardians may enter the information for up to seven students when initially establishing their account. After entering the information for all your students, Click "Enter".

The following screen will appear:



You are ready to enter your newly created username and password to access PowerSchool for all your students with one login.

If you need to add additional students you may do so after establishing the account by logging in and navigating to **Account Preferences** and click the **Students** tab**.** Each of your student's names will show side by side on the Navigation Bar below the icons linking you to available functions in the PowerSchool Parent Portal. Click the student's name to view that student's information.



Click the Help icon for further assistance in using PowerSchool's Parent portal.