

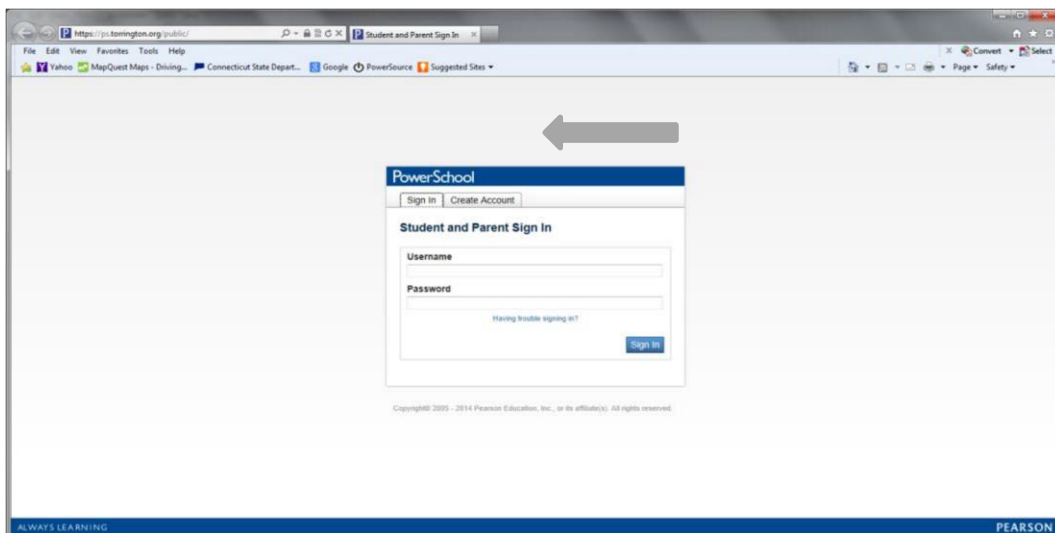
Parent Portal Instructions

For further instructions on using Parent Portal or any announcements regarding the parent Portal, please visit our website <http://www.torrington.org>, hover over **For Parents** and move down to **Parent Portal User Guide/Login Instructions**.

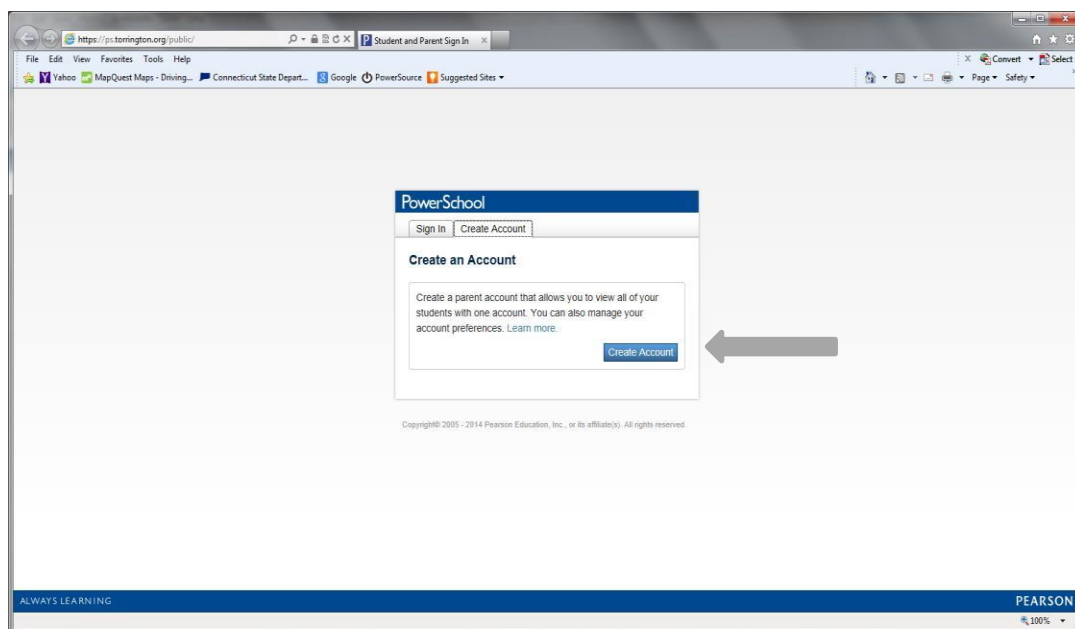
How to create a Parent/Guardian Account

A parent/guardian account allows you to view the information for one or more students with a single login. You can also manage your personal account preferences.

1. Open your Web browser such Internet Explorer, Firefox, Safari to <http://torrington.powerschool.com/public> The **Log In** screen appears.
2. Click on the **Create Account** tab



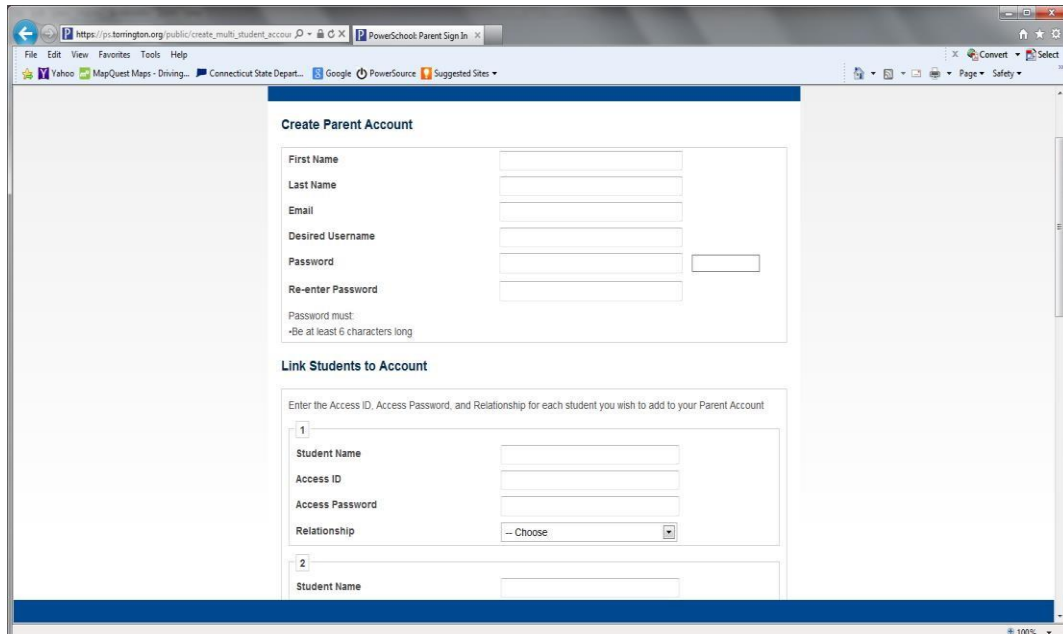
3. Then click on the blue **Create Account** button.



4. Fill in the information on the next screen for the parent/guardian and up to 7 students using the **Web ID** and **Web Password** provided by your child's school.

Access ID _____

Access Password _____



The screenshot shows a web browser window with the URL https://ps.torrington.org/public/create_multi_student_account. The page title is "PowerSchool Parent Sign In". The main content area is titled "Create Parent Account" and contains two sections:

- Create Parent Account:** This section includes input fields for "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". A note below the password fields states: "Password must: -Be at least 6 characters long".
- Link Students to Account:** This section has a heading "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". It contains a table with two rows for adding students. The first row is numbered "1" and includes fields for "Student Name", "Access ID", "Access Password", and a "Relationship" dropdown menu. The second row is numbered "2" and includes a "Student Name" field.

A blue "Enter" button is located at the bottom right of the form area. The browser's address bar and menu bar are visible at the top.

5. When all the information is complete, click on the blue **Enter** button.
6. You are now back to the Sign In screen and can log in using the **Username** and **Password** that you created on the previous screen.

Please call your grade secretary if you need assistance setting up the Parent Portal.