

Creating Your PowerSchool Parent Portal Single Sign-On Account

Starting in October 2014, Elkhart Community Schools will activate the PowerSchool Parent Portal Single Sign-On system. This system will allow parents and guardians to consolidate multiple parent portal accounts into a single account. It will also allow for the creation of additional parent accounts, thus allowing access to student information to more than just one parent or guardian.

To create an account, follow these Step-by-Step Instructions:

1. Go to the Elkhart Community School's Parent Portal at <https://ps.elkhart.k12.in.us/> and click the "Create Account" button
2. Complete the top portion of the "Create Parent Account" form by filling in your First Name, Last name, Email Address, Desired Username and Password.
3. Complete the bottom portion of the form by filling in the student(s) name, the previously issued "Access ID" and "Access Password" for each student and your relationship to the student. This information was sent in previous mailings. Click "Enter". You will be redirected to a log in screen. Use the username and Password created in this step to login to the parent portal.

Student Name	Access ID	Access Password	Relationship
1.			-- Choose
2.			-- Choose
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			-- Choose

Click the Create Account button to start the process.

Parents/Guardians with more than one student: once logged in, click the student name in the menu bar to switch between student accounts.

Notes:

- **This process does not apply to student accounts.** Students can still use their current username and password.
- When "linking" students to your new account, use all uppercase letters when typing in the "Access Password".
- Additional parent/guardian accounts can be created using the instructions shown above. However, parent email addresses can only be registered to one parent account at any given time.
- Once Single Sign-On is activated, the original parent portal usernames and passwords will no longer work. These usernames and passwords are only used to "link" students to your new account during the account creation process.