



RSU 21 Parent Guide to Accessing Student Information with “Single-Sign-On” in PowerSchool

Using single sign-on you will be able to see all of your children’s academic information with a single logon. Please go to the web address to the right.

Go to: <https://ps.rsu21.net>

1. The first time you logon to the parent portal you will see this screen. Before you can access your children’s records you must create your account.
2. You will click on the button **“Create Account”** to begin the setup process.

3. You begin by adding your personal information including your name and email address, user name and password. The email address, user name and password can be whatever you like but they must be unique and not already in use by the portal. **Passwords must have a minimum of six characters.**

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

4. Once you have entered the information needed to establish your parent account, you will go to the bottom of the page to add your students' information.

5. You will enter your student's name, the Parent Access ID and the Parent Access Password (the ones you previously used). You will also choose your relationship to the student from the drop down box on the right. Note that both the access ID and access password are case sensitive.

6. Click **Enter**

Student Name	Access ID	Access Password	Relationship
1. Betty	12345	*****	Father, natural/adoptive
2. Bob	67890	*****	Father, natural/adoptive
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			-- Choose

enter

7. If you see errors like those to the right, remember, email address and user name must be unique. You should input something different.

The parent/guardian account cannot be created. Please contact your school directly for assistance.

8. When you have successfully submitted your information, you will see the congratulations screen. Now you may login with the user name and password you created into your account and see all of your student's academic information.

PowerSchool

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

Login

User Name

Password

[Having trouble logging in?](#)

Submit

