

# Parent Portal Guide for Parents

Before using the parent portal, you must pick up your access id and password from the school. This information must be picked up in person in order to keep your child's personal information secure and private.

## Creating Your Parent Account

1. Open up a web browser and navigate to <https://pschool.beaufort.k12.sc.us/public/>

**Login**

User Name

Password

Having trouble logging in?





**Create an Account**

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

2. The first time you logon to the parent portal, click the **Create Account** button at the bottom of the screen. This will allow you to set up your username/password and tie students to your account.
3. Fill out the required information on the screen and choose your desired username and password
4. Under the **Link Students to Account** section, enter your student's name and the **Access ID** and **Access Password** you received from the school. Choose the relationship to the child.
5. Add additional children (Access ID and Password required) to link all children to your account so that you only have to sign in one time to view all your children's information. Every child has a different access ID and Password. You will need to get that from the school before adding that student.
6. Click the **Enter** button at the bottom of the page
7. Login to your account to view your children's information

## Parent Portal Overview

When your first login to Parent Portal, you will see several icons along the top of the page. These icons represent the various information you have access to as a parent. The screen opens to the grading and attendance screen.

ICON	DESCRIPTION
 Grades and Attendance	<i>Grades and Attendance is the default screen that opens when you first login to Parent Portal. This will give you an overview of your child's current grades and attendance history. To see more information about a grade, simply click on the grade to see the list of assignments that made up the current grade. You can also click on any of the absence to see when your child was absent.</i>
 Attendance History	<i>The attendance history icon will show you your child's attendance for the entire year. You can also view the last two weeks of attendance for your child on the Grades &amp; Attendance icon. A legend is located at the bottom of the screen so you know what the attendance codes mean.</i>
 Email Notification	<i>The email notification icon allows you to set up alerts that will come to your email. You can sign up for a variety of alerts as well as the type of information you want to see. You can also set up additional email addresses for information to go to. If you have multiple children, you can apply changes to all your children globally or choose different notification settings for each child.</i>
 Student Information	<i>This screen is very important for your school. The information contained in this icon is what is on official record in the school. If any of the</i>



The Account Preferences icon lets you change some of your information. You can change your name and email address if you choose. You can also change your username or password by clicking the pencil icon next to those fields. This is also the screen where you can add additional children to your parent portal account so that you only have to login one time to see all your children's information. To add another child to the account, see the directions below.

## Adding Additional Children to your Account at a Later Date

Parent portal allows you to combine all your children into one account. The benefit of this is that you only have to login one time to see all your children's information. You can set up all your children when you first sign up for an account, or just set up one of your children and add the rest later. The directions below will walk you through how to add additional children to your existing account.

1. Login to Parent Portal with your Username and Password
2. Click on the [Account Preference](#) Icon
3. By default, the [Profile](#) tab opens up. This allows you to change your account information (name, email, username and password).
4. Click the Students tab, next to the profile tab at the top of the window

5. You will see [Your Students](#) listed in the box. To add another child, click the [Add](#) button in the top right box
6. Fill out the required information (Student Name, Access ID and Access Password for that child and the relationship) **REMEMBER: EVERY CHILD HAS A DIFFERENT ACCESS ID AND PASSWORD. YOU WILL NEED TO GET THAT FROM YOUR SCHOOL BEFORE SETTING UP ACCOUNTS.**

7. Click the Submit button when you are finished
8. Once you set up additional student accounts, you will see them appear as tabs across the top of the page, under the PowerSchool icon. You can switch from child to child by clicking on their tab.

## Logging Out

If you are using the Parent Portal on a work computer or public place, you will want to logout to make sure no one else can access your account. To Logout, click the Logout button located at the top right corner of the page.

