



## Student/Parent Portal

### Creating Connections Between Home and School

**For Grades 2-12**

#### Support Resources for Parents:

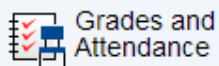
<http://henricoschools.us/powerschool/>  
<http://blogs.henrico.k12.va.us/it/parents/>

PowerSchool Parent Portal is a powerful, easy-to-use, secure communication tool connecting teachers, parents, and students. Using PowerSchool's student information system, the Parent Portal allows collaboration to improve student achievement. Online access to grades, attendance, and assignments makes it easier for parents, teachers, and students to accurately monitor, identify, and accelerate student progress.

PowerSchool Parent Portal will allow parents/guardians with more than one child to access all of their children at one time with one login and password. This will also allow both parents/guardians to have separate accounts for their child(ren). Students will log in using their HCPS username and password.

**Any parent who created a Portal account last year, including during last year's course recommendation window, will continue to use that same account. User names and passwords have not changed on any parent accounts created last school year.**

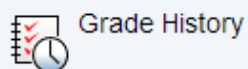
### Portal Features



This feature displays comprehensive information about student grades and attendance for the current term. When viewing assignment grades, you may see the following symbols:

- ✔ - Collected, ▲ - Late, ■ - Missing
- ◆ - Score is exempt from final grade
- ⊗ - Assignment is not included in final grade

**\*\*Please note: You may see a discrepancy between the Class Attendance and Day Attendance values. Day Attendance values are from the school's Attendance Office and are considered a part of the student's official record.**



This feature displays student quarter and semester grades for the current term.



### Email Notification

This feature provides parents of students in grades 6-12 the ability to manage account email preferences, including the choice of what information to receive, how often you would like to receive the information, and any additional email addresses you would like to use.



### Teacher Comments

This feature displays any comment(s) that a teacher has attached to a report card grade.



### Class Registration

This feature provides parents of rising 6<sup>th</sup>-12<sup>th</sup> graders the ability to manage course requests during the school's course recommendation window.



### School Information

This feature displays school information such as school name, phone number and address.



### My Schedule

This feature displays student schedules. Parents of students in grades 6-12 should click the Weekly Schedule tab to see their child's schedule for each day of the week.



### Account Preferences

This feature provides the ability to manage parent account information, including name, user name, password and email address. This feature would also be used to add additional children to your existing parent account.



### Access Logs

This feature displays a summary of how many times a user's portal account has been accessed. The date, time and duration of each login is noted.



### Transportation

This feature displays morning and afternoon student bus route information.



### Schoology

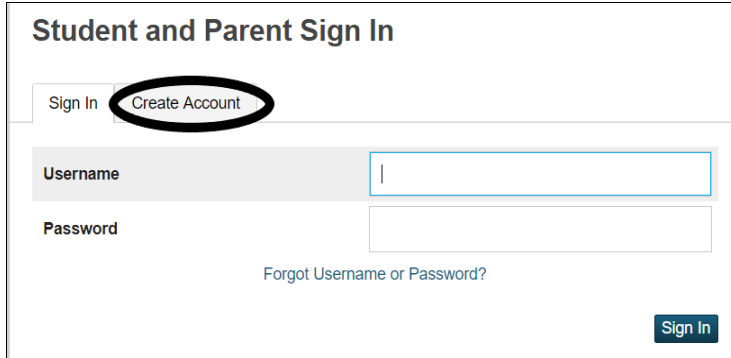


### Access Online Forms

This feature provides parents the opportunity to review, complete and submit school forms through our online forms portal. For more information regarding this process, please [visit our main website](#) and [click on the Online Services Button](#)

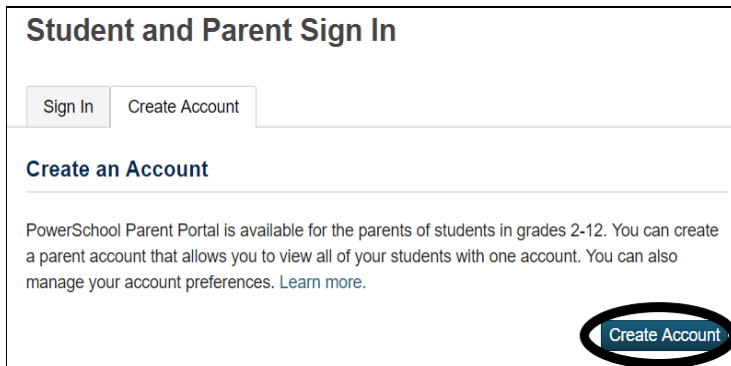
## HOW TO CREATE A BRAND NEW POWERSCHOOL PORTAL ACCOUNT

1. Go to <https://sis.henrico.k12.va.us/public>
2. Click the Create Account tab



The screenshot shows the 'Student and Parent Sign In' page. At the top, there are two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is circled in black. Below the buttons are two input fields: 'Username' and 'Password'. A link for 'Forgot Username or Password?' is located below the password field. A 'Sign In' button is at the bottom right.

3. Click the Create Account button



The screenshot shows the 'Student and Parent Sign In' page with the 'Create an Account' section active. The 'Create Account' button is circled in black. The text below the button reads: 'PowerSchool Parent Portal is available for the parents of students in grades 2-12. You can create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)'

4. Under Create Parent Account, enter your First Name, Last Name, and Email.
5. Enter your desired Username. Your Username must be unique and should not contain a space or any of the following characters: **& # % ^ ` Tést [ ] { } ; " ' < > / | \**  
If the name you choose already exists, you will be prompted to enter a different one.
6. Enter your desired Password. Password must:
  - Be at least 7 characters long
  - Contain at least one uppercase letter
  - Contain at least one lowercase letter
  - Contain at least one number
  - Contain at least one special character (Example: ! or #)
7. Re-enter your Password
8. Under Link Students to Account, enter the Student's First and Last Name in the Student Name box. Be sure to leave a blank space in between the Student's First and Last Name.
9. Enter the Student Number. The Student Number can be found on documents, such as report cards and student information records. Please contact the student's school if you do not have this information.

10. Enter the student's first initial (lower case), middle initial (lower case), last initial (lower case), and birthday (Example: John A. Doe with birthday of June 2, 2002 would be entered **jad20020602**)
11. Enter **YOUR** relationship to the student (for example: mother, father, aunt)

**Link Students to Account**

Enter the student name, student number, student initials (lowercase), birthday (YYYYMMDD), and your relationship for each student you want added to your parent account. (Ex: John A. Public with birthday of June 2, 2002 is entered jap20020602)

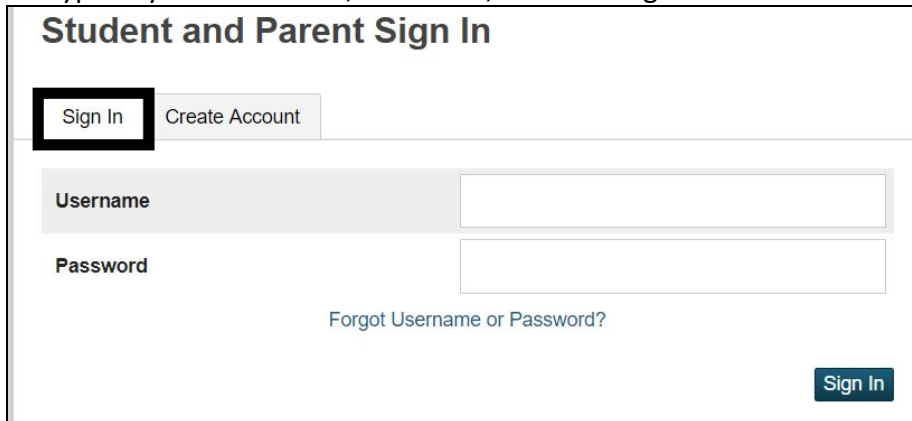
1

Student Name	Drew Brees
Student Number	55544488852
Student Initials (lowercase) and Birthday (YYYYMMDD) (Ex: John A. Public with birthday of June 2, 2002 is entered jap20020602)	.....
Relationship	Mother ▼

12. Repeat steps 9-12 for multiple students
13. Click Enter

## HOW TO LINK STUDENT(S) TO EXISTING POWERSCHOOL PORTAL ACCOUNT

1. Go to <https://sis.henrico.k12.va.us/public>
2. Type in your Username, Password, and click Sign In



**Student and Parent Sign In**

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

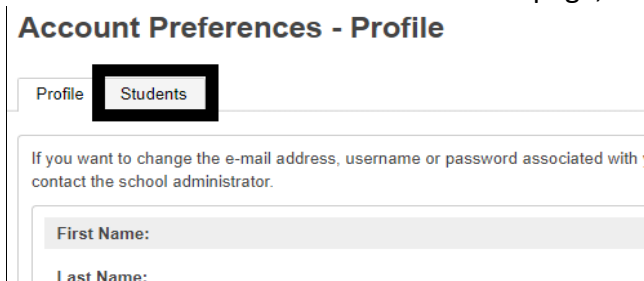
3. Under the Navigation menu on the left, click Account Preferences.



**Navigation**

- Grades and Attendance
- Grade History
- Email Notification
- Teacher Comments
- Class Registration
- School Information
- My Schedule
- Account Preferences**
- Access Logs
- Transportation
- Schoology

4. On the Account Preferences – Profile page, click the Students tab.



**Account Preferences - Profile**

Profile **Students**

If you want to change the e-mail address, username or password associated with y contact the school administrator.

First Name:

Last Name:

5. Click the Add button on the far right of the page.
6. In the Student Name box, enter the Student's First and Last Name. Be sure to leave a blank space in between the Student's First and Last Name.

7. Enter the Student Number. The Student Number can be found on documents, such as report cards and student information records. Please contact the student's school if you do not have this information.
8. Enter the student's first initial (lower case), middle initial (lower case), last initial (lower case), and birthday (Example: John A. Doe with birthday of June 2, 2002 would be entered jad20020602)
9. From the drop-down menu, select your relationship to the student. (For example: mother, father, brother).

**Add Student**

**Student Access Information**

Student Name: Drew Brees

Student Number: 55511145874

Student Initials (lowercase) and Birthday (YYYYMMDD): .....

(Ex: John A. Public with birthday of June 2, 2002 is entered jap20020602)

Relationship: Mother

Cancel OK

10. Click Submit
11. You should see additional student's name appear in blue bar across top of page. Click on name in blue bar to see information for that student.