

PARENT INSTRUCTIONS – 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
 3. Click the Create Account button
 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 at the top of this document. The Student Number can also be found on other 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
 12. Repeat steps 9-12 for multiple students
 13. Click Enter

PARENT INSTRUCTIONS – 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
3. Under the Navigation menu on the left, click Account Preferences
4. On the Account Preferences – Profile page, click the Students tab
5. Click the Add button
6. In the Student Name box, 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.
7. Enter the Student Number. The Student Number can be found at the top of this document. The Student Number can also be found on other 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.
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.