

# Cape Schools Open Minds and Open Doors

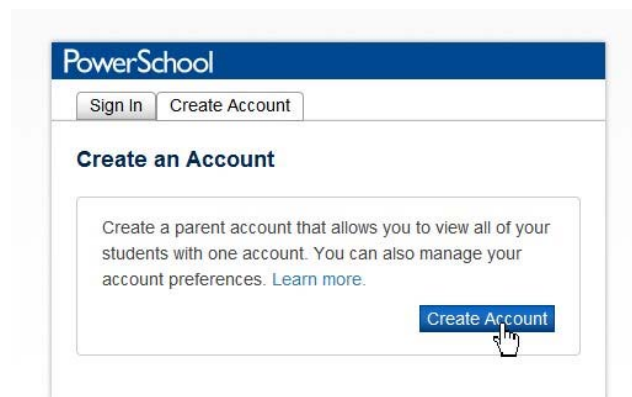
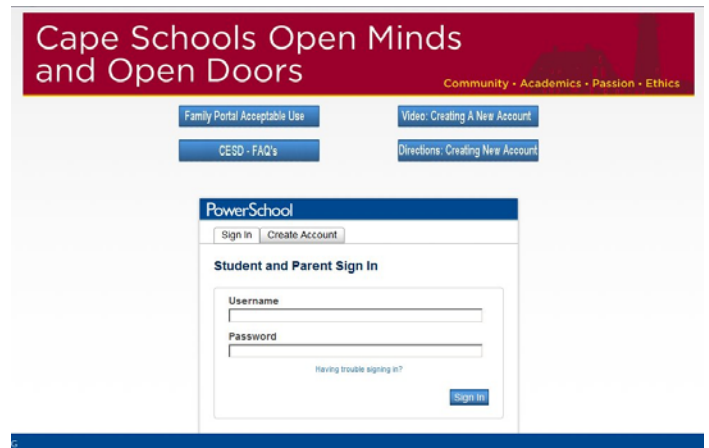
Community • Academics • Passion • Ethics

## 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 PowerSchool web address:

<https://powerschool.cape.k12.me.us>

1. Before you begin, you will need the school issued **Parent Access ID** and the **Parent Access Password** for each of your children. Contact the school if you do not have these. The student Access ID will not work.
2. The first time you logon to the family portal after Single Sign-on is enabled, you will see this screen. Before you can access your children’s records you must create your account.
3. Click on the “**Create Account**” tab.
4. Next click on the “**Create Account**” button.



5. You will be presented a screen that looks like the one on the right.

PowerSchool

### Create Parent Account

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Password must:  
•Be at least 6 characters long

### Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1	Student Name	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="password"/>
	Relationship	-- Choose ▾

2	Student Name	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="password"/>
	Relationship	-- Choose ▾

3	Student Name	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="password"/>
	Relationship	-- Choose ▾

4	Student Name	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="password"/>
	Relationship	-- Choose ▾

5	Student Name	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="password"/>
	Relationship	-- Choose ▾

6	Student Name	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="password"/>
	Relationship	-- Choose ▾

7	Student Name	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="password"/>
	Relationship	-- Choose ▾

Enter

6. You begin by adding your personal information including your name, email address, desired 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.**

The screenshot shows the 'Create Parent Account' form in the PowerSchool system. The form includes the following fields: First Name (John), Last Name (Smith), Email (jsmith@gmail.com), Desired Username (john.smith), Password (masked with dots), and Re-enter Password (masked with dots). A 'Strong' indicator is visible next to the password field. Below the form, a note states: 'Password must: -Be at least 6 characters long'.

7. Once you have entered the information needed to establish your parent account, you will scroll down the page to add your students' information.

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

This section of the form is titled 'each student you wish to add to your Parent Account'. It contains four numbered rows for adding students. Each row includes: Student Name, Access ID, Access Password, and Relationship (a dropdown menu). The first three rows are filled out: Row 1: Kate, Smith345, Father; Row 2: Sam, Smith854, Father; Row 3: Billy, Smith474, Father. Row 4 is partially visible.

9. After entering all your children, Click the "Enter" button.

This section shows the final row of the 'Add Student' section, labeled '7'. The fields are: Student Name, Access ID, Access Password, and Relationship (set to '-- Choose'). Below this row is a blue 'Enter' button with a mouse cursor pointing to it.

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

You should also note that when an error occurs, the password is removed. You will need to re-enter it.

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

12. You can now switch students by clicking on the student's name in the tab bar at the top of the screen. All other functions of the family portal should work the same as before the switch to Single Sign-on.

The screenshot shows the 'PowerSchool' header and a 'Create Parent Account' form. A yellow warning banner at the top states: 'Ryan has not been added to your account. Valid student information must be entered'. The form fields are: First Name (john), Last Name (smith), Email (jsmith2@gmail.com), Desired Username (john.scsmith2), Password (empty), and Re-enter Password (empty). Below the fields, it says 'Password must: •Be at least 6 characters long'.

The screenshot shows the 'PowerSchool' header with 'Sign In' and 'Create Account' buttons. A message reads: 'Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.' Below this is the 'Student and Parent Sign In' section with 'Username' and 'Password' input fields. A link for 'Having trouble signing in?' and a 'Sign In' button are also visible.

The screenshot shows the 'PowerSchool' logo and a navigation bar with tabs for 'Anthony', 'Jessica', 'Jorrien', and 'Nathan'. Below the tabs is a 'Navigation' menu with a dropdown arrow, and the text 'Grade Histor' is partially visible on the right.