Power School Sign-On Parent Access Instructions

1. <u>On or after the first day of school</u>, access the PowerSchool link by logging on to the St. George Website (**www.sg258.com**), hover over the **"STUDENTS-PARENTS"** tab, and select **"POWER SCHOOL"** from the drop down menu. (<u>Note</u>: PowerSchool is disabled during the summer until school starts.)

2. You will be directed to the **"STUDENT AND PARENT SIGN IN"** page. Select the **"CREATE ACCOUNT"** tab, and then press the **"CREATE ACCOUNT"** button on the lower right hand corner of the bulletin.

3. On the **"CREATE A PARENT ACCOUNT"** page enter the following:

   a. **NAME** – Your first and last name.
   b. **EMAIL** – Student notifications and correspondence related to your account will be this email.
   c. **DESIRED USERNAME** – Your self-created username is your unique Power School identity. All ID's are case-sensitive.
   d. **PASSWORD** – Your password must be at least 6 characters long.
   e. **STUDENT ACCESS INFORMATION** – Under the **"LINK STUDENTS TO ACCOUNT"** section enter the student name, Access ID, Access Password (this is your previously assigned ID and password), and your relationship to the student. Complete this step for any additional students and scroll to the bottom for the page and press enter.

4. You will then see the new log-in screen**… "Congratulations! Your new Parent Account has been created."** Enter your newly created Username and Password to start using your new account".

5. In the event that you have forgotten your ID or Password, click the link at the bottom of the log-in page titled **"Forgot Username or Password?"** and follow the instructions. Your account information will be mailed to the email address that you have listed on the account.

If you have any difficulties or problems using this log-in information, please contact the St. George School Office at 815-933-1503.

Thank you.