

Parent Portal Single Sign-On

The Single Sign-On feature will allow you to have one login for Parent Portal, but allow you to view each of your student's grades and attendance. Also, parents and guardians will not have to share logins, as each parent or guardian should setup their own unique login and password.

- Browse to the Parent Portal website

<http://ps.glscomets.net/public>

- On the Parent Sign In screen click on **Create Account**

All fields in the *Parent Account Details* section are required, and include the following:

- First Name
- Last Name
- Email (must be unique)
- Desired User Name (must be unique)
- Password
- Re-enter Password

PowerSchool

Create Parent Account

Parent Account Details

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

The second section on the page, *Link Students to Account*, requires that the information for at least one student be provided, and includes the following:

IMPORTANT: To create an account, you must have the PARENT Access ID and PARENT Access Password for the students you are requesting access. If you enter the Student Access ID/Password, the system will not allow the account to be created.

If you need your Parent Access ID and Parent Access Password, contact your student's school main office.

All fields for each student in the *Link Students to Account* section are required, and include the following:

- Student Name
- Access ID – Enter Parent Access ID. Entry is case-sensitive.
- Access Password – Enter Parent Access Password. Entry is case-sensitive.
- Relationship – Your relationship to the student

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="text"/>
Relationship	-- Choose <input type="button" value="v"/>
2	
Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose <input type="button" value="v"/>

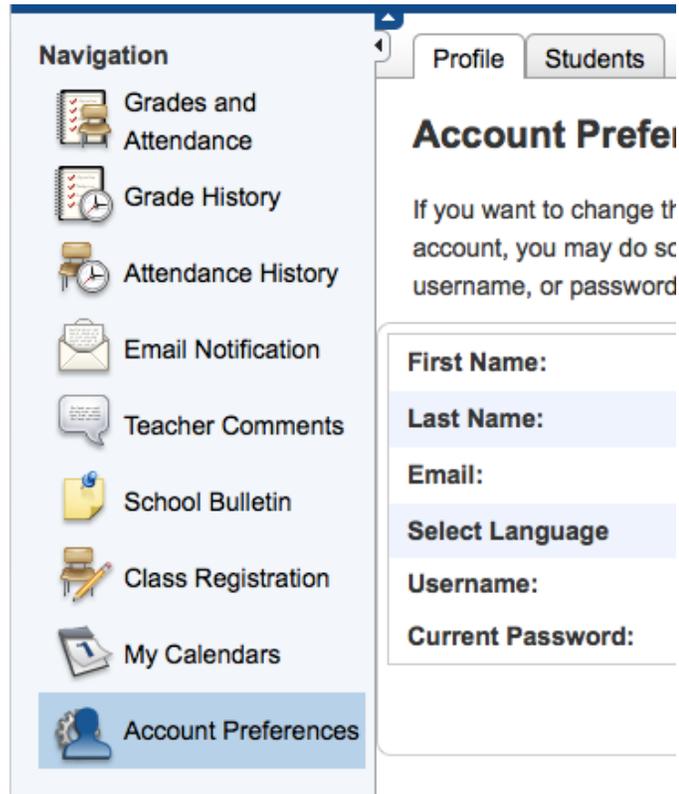
Up to 7 students can be entered. If additional students need to be added, they can be added after you login to ParentPortal.

If you setup multiple students, when you login to ParentPortal, you will see each of your student's first names at the top in the blue bar. Click on the name of the student to view their individual grades and attendance.

Add other Students from Parent Portal

If you have more than one student and didn't enter them all at the same time, you can add them the next time you login to Parent Portal.

- Login to Parent Portal with your newly created User Name and Password
- In the left pane, click on **Account Preferences**
- In the right pane, click on **Students** tab



- Click on the **Add** button
- Enter the student's first and last name
- Enter the **Parent Portal Parent Access ID and Password**

Note: Access ID (PARENT) and Access Password (PARENT) fields are case-sensitive.

- Select the relationship to the student, and click on **Submit**.

The screenshot shows the 'Add Student' form. It has a title bar 'Add Student' with a close button 'x'. The form contains four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' field is a dropdown menu with a 'Choose' button. At the bottom of the form, there is a help icon '?' and two buttons: 'Cancel' and 'Submit'.

You will now see each of your student's first names at the top in the blue bar. Click on the name of the student to view their individual grades and attendance.