

# What you need to know to get started



**\*\*If you have an existing account from a prior school year or because you have other students attending Fremont Public Schools, please use the Sign In tab and skip to "Using Your PowerSchool Account" directions on the next page.**

## Create a new PowerSchool Parent Account using a computer

To access or create a parent account go to:

<https://fremont.powerschool.com>

**1** Click "Parent Sign In"

**2** If you have an account, enter your email address to login.

**-OR-**

If you have never created an account, click "Create Parent Account"

## Enter Account Details

- Fill in your details in each field.
- Your password must be
- at least 8 characters long, contain at least one upper and one lowercase letter, contain at least one letter and one number and contain at least one special character.



*Document your username and password to ensure future access.*

## Link Student(s) to Parent Account

- Scroll down to the Link Students to Account section. This is where you attach your student to your account.

**Use student information in Parent/Guardian letter/email**

- Make sure to select the correct relationship.
- You can continue to add students as needed.

- *If you've lost the letter, you can obtain a new one from the student's program office.*

### Link Students to Account

- *Once you have completed the form, click the Enter button at the bottom of the page.*

# SUCCESS!

## Your Account and Students Are Linked!

### Log in again & Complete Forms

Under the Navigation Index, Click Forms.

**NOTE:** The forms tab may be hidden by default.

To access it, you need to click the small arrow in the top left corner of the screen, which opens the sidebar with the forms tab.

Once inside the Forms Section, proceed to each form by clicking on its title in blue and updating the information.

# Using Your POWERSCHOOL PORTAL ACCOUNT



Adding additional students to your Parent Portal Account cannot be done through the app. You will need your students Access ID & Access Password in order to complete this process. If you do not have this information, contact your student's school office.

## 1 Add additional student(s) to Portal Account

Each district maintains student records within their own system. Accessing this portal will allow you to see students actively enrolled in Fremont Public Schools.

Using the Sign In tab enter your username & password and click Sign In.

A screenshot of the PowerSchool SIS login page. At the top, it says 'PowerSchool SIS'. Below that is the heading 'Student and Parent Sign In'. There are two tabs: 'Sign In' (selected) and 'Create Account'. Below the tabs is a 'Select Language' dropdown menu set to 'English'. There are input fields for 'Username' and 'Password'. A link 'Forgot Username or Password?' is below the password field. A 'Sign In' button is at the bottom right. An arrow points to the 'Sign In' tab, and another arrow points to the 'Sign In' button.

## 2 Under the Navigation Index, Click Account Preferences

Click the Student Tab.

A screenshot of the PowerSchool SIS 'Account Preferences' page. On the left is a 'Navigation' sidebar with various links. On the right is the 'Account Preferences' section with two tabs: 'Profile' and 'Students' (selected). Below the tabs is a message: 'If you want to change the e-mail address school administrator.' Below that are fields for 'First Name:', 'Last Name:', 'Account Email:', 'Select Language', 'Username:', 'Current Password:', and 'New password must:'. The 'New password must:' section has four bullet points: '• Be at least 8 characters long', '• Contain at least one uppercase and', '• Contain at least one letter and one', and '• Contain at least one special charac'. Arrows point to the 'Students' tab, the 'Account Preferences' link in the sidebar, and the 'Add' button in the 'My Students' section.

## 3 Add the student to your Parent account

Click the ADD button.

A screenshot of the 'Account Preferences - Students' page. It has two tabs: 'Profile' and 'Students' (selected). Below the tabs is a section titled 'My Students' with a message: 'To add a student to your Parent account, click the ADD button.' Below that is a list of students, with one entry: '1. Jane Doe'. An arrow points to the 'ADD' button.

## 4 Enter the new students information

In the Student Access Information Box enter information from the letter or email that you received from the school.

Fill in 3 boxes

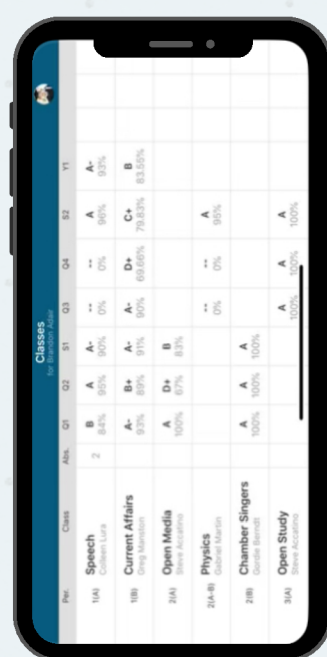
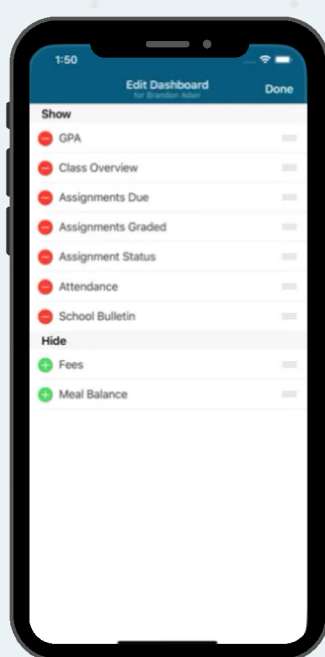
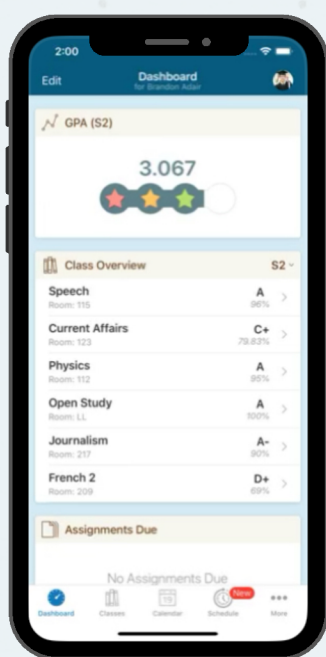
A screenshot of the 'Add Student' dialog box. It has a tab 'Student Access Information'. Below the tab are three input fields: 'Student Name', 'Access ID', and 'Access Password'. At the bottom right are 'Cancel' and 'OK' buttons. An arrow points to the 'OK' button.

Click OK

Now you will see your additional student in your My Students list.



# Navigating the Mobile Device App



## Download the PowerSchool App.

1

Log into your account for Fremont

 District Code: **DHJD**

2

Click on More (three dots) in the right lower corner, then select Forms.



3

Proceed to each form by clicking on its title in blue and updating the information.

Don't forget to click **Submit** at the bottom of the page.

4

Access Your Students Account

Jane  

Click on the students face or initials in the upper right corner to navigate.

**CONTACT THE  
SCHOOL OFFICE  
WITH ANY  
QUESTIONS.**



**FREMONT  
PUBLIC SCHOOLS**

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