



Parent Guide: Creating Your PowerSchool Parent Account

1. Open the internet browser on your computer. Type <https://isava.guardian.powerschool.com> into the address bar. In the *Sign In* page, click the **Create Account tab**, then click the **Create Account button**.

The screenshot shows the 'Parent Sign In' page of the PowerSchool SIS. At the top, there are 'Sign In' and 'Create Account' buttons. Below them are 'Username' and 'Password' input fields. A 'Forgot Username or Password?' link is located between the fields. A 'Sign In' button is at the bottom right. Below the sign-in area, there is a 'Student Sign In' section with a 'Student Sign In' button.

2. In the *Create Parent Account* page, enter your first name, last name, email address, desired username and password into the corresponding fields. *Pro tip: be sure to use the email that's on file with the school.*

Create Parent Account

Parent Account Details

First Name	Parent1	
Last Name	Test	
Email	isaparent1test@gmail.com	
Re-enter Email	isaparent1test@gmail.com	
Desired Username	parent1test	
Password	Strong
Re-enter Password	

Below the form, a table provides password strength requirements:

Password must:	•Be at least 8 characters long	•Contain at least one uppercase and one lowercase letter	•Contain at least one letter and one number	•Contain at least one special character	•Not be a well known password
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3. In the block labeled **1** enter your student's name. For Access *ID* and Access *Password* enter the values from the invitation letter sent home for the student. The student name you enter here is not used by the system. Instead, it finds the student based on the Access ID. The Access Password is how you prove that you should be allowed parent/guardian access for that student.

Note: If you have multiple students enrolling in the same year, repeat the above process in block **2** (and onward) for the other students.

Each student will have a different Access *ID* and Access *Password* as appears on their invitation letter. You can also enter other students via the Account Preference page once you have logged into PowerSchool. You must enter at least one student to create a parent account.

Link Students to Account

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

1

Student Name

StudentES1 Test

Access ID

10005720

Access Password

....

2

Student Name

StudentHS1 Test

Access ID

10008807

Access Password

....

3

Student Name

StudentMS1 Test

Access ID

10004934

Access Password

....

4. If there are any problems the page will display again with messages about what to do. If everything is OK you will see the login page with a message saying that your account has been created and that you should check your email for a verification link.

Email verification

After creating an account you will not be able to login until you verify your email address. Check for a new message at your email account with a subject like “PowerSchool Account Email Verification”. If it doesn’t appear quickly, check your Spam folder too.

PowerSchool Account Email Verification Inbox x

 International Scholars Academy <no-reply@rackspace.powerschool.com> 8:28 AM (0 minutes ago)
to ▾

 **PowerSchool SIS** International Scholars Academy

Your PowerSchool account is pending verification.
To verify, click the link to sign in to your PowerSchool account within 24 hours of receiving this message:
https://isava.powerschool.com/public/home.html?lkn=ZiVGJWY1YIM6YiB1WhQMG93My5iZV15YVh7005l_dkdpc2FwYXJlbhQxdGVzdEBnbWFpbC5jb20=
If the link does not work, copy and paste the link into a new browser window.
Note: Replies to this message are not monitored or answered.
Sent on behalf of administration@isava.org

When you get the message, follow its directions and click the link that it contains. That should take you to the login page with a message saying “Congratulations! Your new PowerSchool account has been verified”

5. You should then be able to login to our PowerSchool system with your created username and password and view information about your students.

If you have trouble setting up your account, please email to powerschoolsupport@isava.org. or Portalsupport@isava.org