

Welcome to Longwood's Parent Portal

The website to access the Parent Portal is:

<https://powerschool.longwoodcsd.org/public/>

OR

Longwood's Home Web Page at:

<http://www.longwood.k12.ny.us/>

When you visit the website:

The image shows a screenshot of the PowerSchool Parent Portal login page. The page has a blue header with the 'PowerSchool' logo. Below the header, there are two main sections: 'Login' and 'Create an Account'. The 'Login' section contains a 'User Name' field, a 'Password' field, a 'Submit' button, and a link for 'Having trouble logging in?'. The 'Create an Account' section contains a 'Create Account' button and a link for 'Learn more'. Two callout boxes with arrows point to the 'Submit' button and the 'Create Account' button. The first callout box says 'Student's Log in Here' and points to the 'Submit' button. The second callout box says 'Parents must first create an account before logging in with User Name and Password' and points to the 'Create Account' button. A large watermark 'XDOCS.NET' is overlaid on the page. At the bottom, there is a Pearson logo and copyright information: 'Copyright © 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com'.

Students will enter their own User Name and Password to log into the Parent Portal. Students do not set up accounts in PowerSchool. They will use the account that was created for them by the school office. Student accounts start with an "s".

Each parent must create an account to use PowerSchool. (This is a one-time process, once created, you'll never need to create an account again.) You will need your child's Access ID & Access Password in order to create your new account. You will receive a letter from the school with this information or it can be obtained from the school's office with a photo ID. This feature of PowerSchool will allow each parent to have his/her own username and password. It will also allow parents of multiple children to combine accounts, and gives the ability for a parent to allow a grandparent, guardian, divorced parent, or other designee the ability to have access to the child's attendance and grades. The person just needs to have the original Access ID and Access Password to create an account for the child.

Once the account is created then parents will enter their User Name and Password to log into the Parent Portal.

Keep your User Name and Password secure and confidential. A parent login gives additional access that the student's login does not grant.

PLEASE NOTE: User Names and Passwords will not be given out by the school over the phone. This information will be mailed to the home address or the parent may pick up this information at the school with a proper photo ID.

Steps to Create A New Parent Portal Account:

1. Go to the bottom of the parent portal page and create your account by clicking on the blue “Create Account” button.
2. In the Create Parent/Guardian Account section, fill in all of the boxes, including your chosen User name and Password. Symbols are allowed in the password but **not** in the username.

PowerSchool

Create Parent Account

First Name: Jane
Last Name: Doe
Email: JaneDoe@yahoo.com
Desired Username: JaneDoe
Password: [masked] Strong
Re-enter Password: [masked]

Password must:
• Be at least 6 characters long

3. At the bottom of the page in the “Link Students to Account” section, there will be enough spaces to include up to seven children. You must know the Access ID and Access Password that was created in PowerSchool for each child’s account.

Make sure you type the Access ID and Access Password correctly, both fields are CASE SENSITIVE.

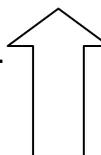
Link Students to Account

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

| Student Name | Access ID | Access Password | Relationship |
|------------------------|-----------|-----------------|--------------|
| 1. My 1st Child's Name | Doe12345 | •••••• | Mother |
| 2. My 2nd Child's Name | Doe78976 | •••••• | Mother |
| 3. My 3rd Child's Name | Doe76589 | •••••• | Mother |
| 4. [] | [] | [] | -- Choose |
| 5. [] | [] | [] | -- Choose |
| 6. [] | [] | [] | -- Choose |
| 7. [] | [] | [] | -- Choose |

Enter

4. Click Enter on the bottom right to create your new account.



PowerSchool

Login

User Name

Password

Having trouble logging in?

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)

5. You will now need to login to the system using your new username and password. Use the Login box at the top of the screen to login.

6. You now have the name(s) of your child(ren) on tabs in the upper left corner under the PowerSchool logo, combined into one account.

7. To view each child's grades and attendance click on the correct tab displaying the child's name and the grades/attendance will appear for that child (7).

8. To change your User name or Password or to add additional children to your account click on the Account Preferences icon from the Navigation Bar on the left of the screen. (8a). The window will open in Profile view and allow you to change your User name or Password. Click on the Student link in the upper left corner of Profile screen, to add more children to your account (8b).

PowerSchool

Taylor Williber

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- My Calendars
- Account Preferences
- Access Logs
- Honor Roll
- My Schedule
- School Information

Profile Students

8b

Account Preferences - Students

To add a student to your Parent account, click the ADD button.

My Students

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REMINDER: Until you create your new account the login screen at the top of the parent portal page will not work.

PowerSchool Parent Portal Overview

Icons you will see upon entering the Parent Portal website.

Each of the icons located on the left Navigation Bar of the screen will bring you to a different page with your student's information. Any blue link on each screen can be clicked on to provide additional detailed information. You can return to the first screen at any time by clicking on the blue PowerSchool logo. Following is a brief description of each:



Grades and Attendance

Grades and Attendance: This is the first screen displayed after log in.

This screen contains information about the student's classes for the current and prior terms for the current school year. Detailed attendance for the last week and current week are shown, by clicking on the total number of absences it will give you a detailed description of each absence (excused, unexcused, etc.). Attendance code descriptions are at the bottom of this screen.



Grade History: This screen will allow you to view grades and comments for prior terms for the current school year.

Grading Codes:

E1 = Mid Year Exam in January

E2 = Final Exam in June

Q1, Q2, Q3, Q4 = the Quarter Grades

R8 = Regents Exam in August

R1 = Regents Exam in January

R6 = Regents Exam in June

S1 = Final Grade for Semester 1 Classes

S2 = Final Grade for Semester 2 Classes, and Year Classes

S8 = Final Grade for Summer School Classes

T1, T2, T3 = the Trimester Grades

Questions about grades or grading policies should be addressed to the individual teachers or school buildings.



Attendance History: This screen contains attendance information for the full year for all classes. Scroll to the bottom of the screen to view the legend for the meaning of all the attendance codes.



Email Notifications: For parents only to sign up for automatic email reports. Select what information you would like to receive, when you want it sent and what email addresses you would like the reports to be sent to. ***To email your student's teacher, simply click on their name (in blue) on any of the screens.***



Teacher Comments: Use this page to view any comments that teachers entered.



School Bulletin: This will provide online access to notices of school and district events if the school is using the bulletins.



My Calendars: To serve as a reminder, my calendar will display assignment and test dates created in the teacher gradebook.



Account Preferences

Account Preferences: Two tabs are located here, Profile and Students. Under the Profile Tab, parents can change their user name, current password and email address. Under the Students tab, parents can add their children to this account.



Access Logs

Access Logs: Displays the amount of time spent on the portal under the given login.



Honor Roll

Honor Roll: Available for grades 5 through 12 only. Displays each time a child attains honor roll



My Schedule

My Schedule: Will display the student schedule for the current school year.



School Information

School Information: Displays current school address and administration information for student's school.

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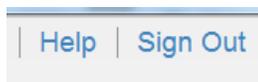


PowerSchool for Parents – brings up iTunes website for the Pearson app for iphone and ipad.

PowerSchool

PowerSchool Logo - By clicking on the PowerSchool logo located in the top left of the screen, you can return to the start page for Grades and Attendance.

Located on the top right of the screen is:



Help - Click to access the PowerSchool Parent Portal online help. Assistance is just a click away!

Sign Out - click to logout of the Parent Portal.

In the upper top right of the screen you have three icons



Exclamation icon – Notification of the last time you logged into the Parent Portal.

Download Icon - Click to download an export file containing student data similar to the printable view data.

Printer icon - will bring you to the printer interface to print the screen you are on.

If you have any further questions about PowerSchool's Parent Portal please feel free to call your child's school:

- High School – Grade Reporting Office 345-9207
- Junior High School – Counselor Center 345-2706
- Middle School – 345-2735
- Charles E. Waters Elementary School – 345-2758
- Coram Elementary School – 698-0341
- Ridge Elementary School – 345-2765
- West Middle Island Elementary School – 345-2160

Frequently Asked Questions about the Parent Portal:

1. **“What kind of computer equipment do I need to view PowerSchool?”**

Almost any computer with an Internet connection can access PowerSchool. It is recommended that you use a newer Internet browser. If you use a dial up modem, you are fine; PowerSchool utilizes small graphics and should load quickly.

2. **“I can’t access the site with the provided login and password.”**

Make sure your caps lock key is set properly. Your login and password may be a combination of letters (upper and lower case) and numbers. Both fields are case sensitive. Contact your child’s school for a login and password to be mailed to you or can be picked up at the school with the proper photo ID.

3. **“What can I see on the PowerSchool Parent Portal site?”**

Parents and students can access the following information on the PowerSchool public site:

- Assignments and grades that are listed in the teacher’s gradebook for the Student’s current classes.
- Final grades for the marking period and Progress Report comments for current classes
- Attendance for the past two weeks or for the full year, including a legend of attendance codes used by the school
- Reports via email, which allow parents to request daily, weekly, or monthly reports to be sent via email
- School Bulletin

NOTE – If you notice attendance inconsistencies, please allow a couple of days for changes. At times of high volume, updates and changes in the system may be delayed.

4. **“Can other people see my child’s information?”**

Other people cannot see your child’s information without your user name and password. If you think your password has been compromised, please change your password under Account Preferences. Do not give out your User name and Password, keep them confidential. Each parent can create his/her own account with his/her own User name and Password. User names and Passwords will **not be given over the phone by the school staff**. If you request the school to make a change for you, it will be mailed to the home address or you can pick up this information at the school by showing a proper photo ID.

5. **“I try to log on to the site, but I keep getting an error message ‘login has expired’ or ‘cannot access site.’ What is wrong?”**

All browsers are not created equal, and some refuse to give up what they have in their cache. In Internet Explorer, make sure pages are set to update “always” (Under “Internet Options”). If that doesn’t work, empty your cache.

6. **“I have a question about my child’s grade. Whom do I contact?”**

You can contact the teacher directly by email. You can use the handy email link within the Parent Portal by clicking on the teachers name in blue. Also a district wide email directory is available on the Longwood web page under District Information. You may also leave a message with the Faculty Secretary or contact your child’s counselor

7. “How are grades calculated?”

The High School and Junior High School, teachers follow Departmental requirements for grading guidelines. The easiest way to find out what the grading policy is to contact the teacher or the Department Chair. The High School publishes an on-line version of the Student Parent Handbook annually. This book contains grading information pertaining to the High School.

8. “I’m not getting my email updates at all or not on a regular basis.”

Every day the PowerSchool server searches for those parents who asked for an update to be sent out via email. There could be a few things holding up the mail:

- The mailbox of the recipient is full.
- The email is being identified as “junk” or “spam” by your mail client.
- The email address is entered incorrectly.
- The server is “off” or “down” at the time of send.

9. “Can I use PowerSchool on my iPad or iPhone?”

Yes, but you will need to install the app and follow the directions exactly to set up the account.

10. “I have multiple children in the district. Can I have access to all their accounts under just one user name and password?”

Yes, the single sign in will allow for all of you children to be seen under one account.

11. “My husband/wife and I are separated/divorced; can we get another parent User name and Password for our child’s account?”

Yes, parents may create their own accounts with their own User name and Password Provided they have the Access ID and Access Password for the child that was assigned by the district.

12. “Do I need a new User name and Password each year if my child is returning?”

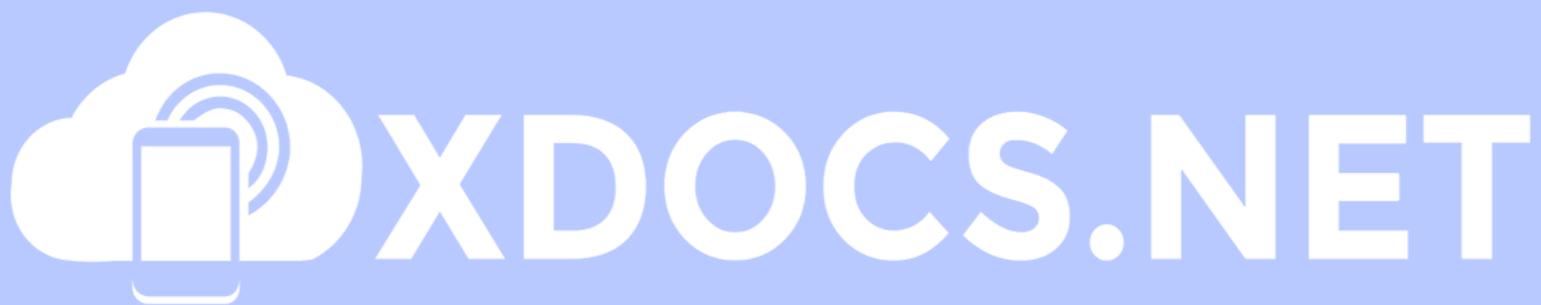
No, all login information will remain active as long as your child is in the district.

13. “What if I do not have a computer at home or do not have access to the Internet?”

The public library has computers that you can use to access the PowerSchool Parent Portal. You may also use a smart device in a location that offers connectivity (aka “hot spot”) to view information via the portal.

14. “How long does student information stay up on the Parent Portal”?

The Parent Portal displays student information for the current school year which ends on June 30th. After June 30th, there is no information displayed on the Portal until the new school year is setup and the Portal is opened again which is usually the beginning of September.



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