

1 PowerSchool Public Portal: How to Create an Account

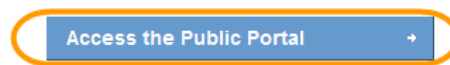
1. Using a computer with Internet access, navigate to the Foxborough Public Schools homepage:
<http://foxborough.k12.ma.us>

2. Click on the link to access the PowerSchool Public Portal:



3. After reading the Terms of Use and Acceptable Use Policy, scroll to the bottom of the page and click on the login button to **Access the Public Portal**. By logging into PowerSchool, you are agreeing to the Acceptable Use Policy.

By logging into PowerSchool you are agreeing to the [Acceptable Use Policy](#)



4. You must create your own unique username and password to access the Public Portal. Click on the button to **Create Account**.

PowerSchool

Login

User Name

Password

[Having trouble logging in?](#)

Submit

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.](#)

Create Account

5. At the next screen, fill out the form with the following information:
 - a. **First Name:** Type in your first name.
 - b. **Last Name:** Type in your last name.
 - c. **Email:** Type in a valid email address. *(Email will be used if you need to retrieve a forgotten username or password.)*
 - d. **Desired Username:** Type in a unique username. *(If the username already exists you will be prompted to enter in a different one after pressing 'Enter'.)*
 - e. **Password:** Type in a password. *(Password must be at least 6 characters.)*
 - f. **Re-enter Password:** Re-type the same password from the previous line.

Create Parent/Guardian Account

First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Email	<input type="text"/>	
Desired User Name	<input type="text"/>	
Password	<input type="text"/>	<input type="text"/>
Re-enter Password	<input type="text"/>	

Link Students to Account

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

Student Name	Access ID	Access Password	Relationship
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
6. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
7. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>

- g. **Link Students to Account:** Enter in your child's name, parent access ID and access password. Select the relationship to the child from the drop down list.
 - i. **Student Name:** Type in the student's name.
 - ii. **Access ID:** Type in the Parent Access ID that was provided to you in the letter sent home. The *Access ID* is seven alphanumeric characters (Use *capital* letters. Check letters such as the capital letter I versus the number one and the capital letter O versus the number zero.)

- iii. **Access Password:** Type in the Parent Access Password that was provided to you in the letter sent home. The *Access Password* is seven alphanumeric characters. (Use *capital* letters. Check letters such as the capital letter I versus the number one and the capital letter O versus the number zero.)
 - iv. **Relationship:** From the drop down list, select your relationship to the student.
 - v. If you have additional Parent Access IDs & Passwords for more students, enter them in on the lines provided.
6. When all the information is complete, click on the **Enter** button.

EXAMPLE

Create Parent/Guardian Account

First Name	<input type="text" value="FName"/>		
Last Name	<input type="text" value="LName"/>		
Email	<input type="text" value="sample@email.com"/>		
Desired User Name	<input type="text" value="SampleUserName"/>		
Password	<input type="password" value="•••••••"/>	<input type="checkbox"/>	Strong
Re-enter Password	<input type="password" value="•••••••"/>		

Link Students to Account

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

	Student Name	Access ID	Access Password	Relationship
1.	<input type="text"/>	<input type="text"/>	<input type="password" value="•••••••"/>	Advisor <input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="password" value="•••••••"/>	Advisor <input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose <input type="text"/>

EXAMPLE

7. If successful, you will be directed to the login screen. If you receive an error message (forgot to fill in a field, your username or email address are not unique, etc.), you must correct the error(s) **AND** re-enter the Parent Access Password(s) for all students listed. You may then press the **Enter** button again. Continue correcting errors until you see the login screen after pressing the **Enter** button.
8. If you desire more than one parent/guardian account for you student, please provide the Parent Access ID & Password to the appropriate parties. (Note: Only one email address can be registered per student. The email address and username must be unique.)
9. At the login page, you may use the username and password you have created to access your child's grades and attendance. Foxborough will continue to only focus on the grades and attendance pages in the public portal.