

1 PowerSchool: How to Reset a Password

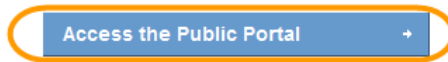
1. Using a computer with Internet access, navigate to the Foxborough Public Schools homepage:
<http://foxborough.k12.ma.us>

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



3. 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.

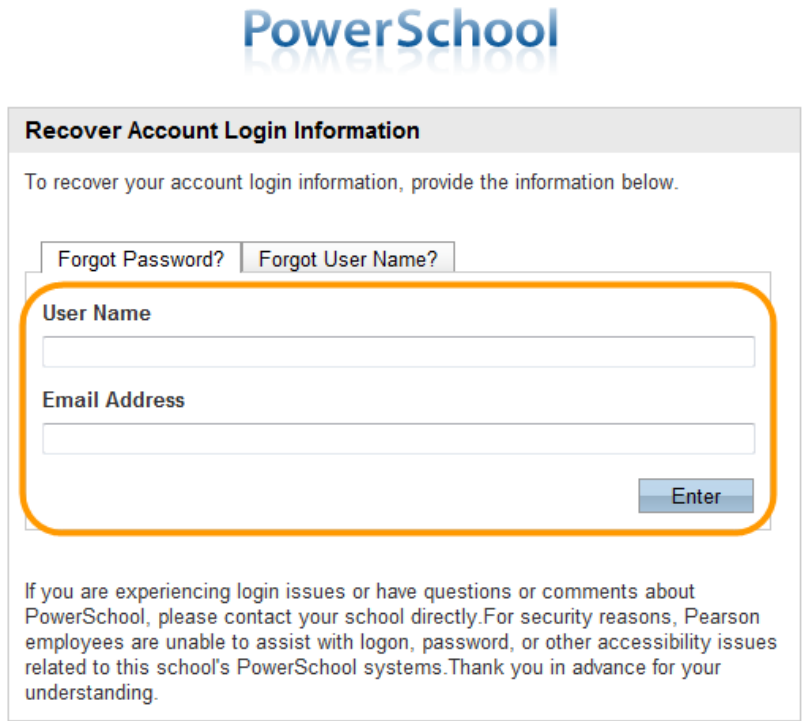
By logging into PowerSchool you are agreeing to the [Acceptable Use Policy](#)



4. Click on the button **Having trouble logging in?**

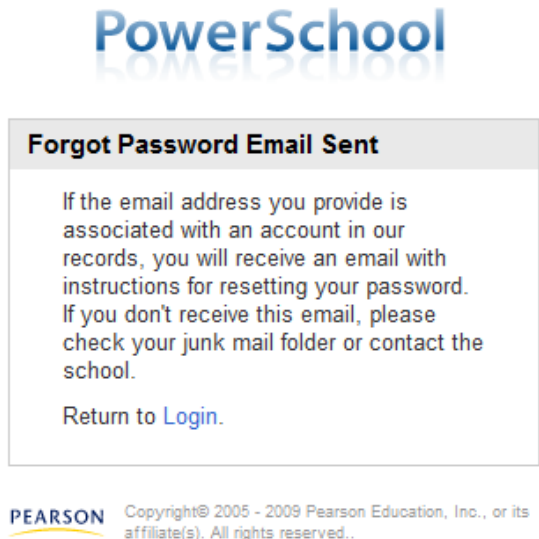
The image shows a screenshot of the PowerSchool website's login and account creation interface. At the top, the "PowerSchool" logo is displayed in a large, blue, sans-serif font. Below the logo is a "Login" section with a grey header. It contains two input fields: "User Name" and "Password". Below the "Password" field is a link "Having trouble logging in?" which is circled in orange. A "Submit" button is located at the bottom right of the login section. Below the login section is a "Create an Account" section with a grey header. It contains a paragraph of text: "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.](#)" and a "Create Account" button at the bottom right.

- 5. At the next screen, fill out the form with your unique **User Name** and **Email Address**:



The image shows a screenshot of the PowerSchool website's account recovery page. At the top, the PowerSchool logo is displayed. Below it is a form titled "Recover Account Login Information". The form contains a sub-header "Recover Account Login Information" and a paragraph: "To recover your account login information, provide the information below." There are two tabs: "Forgot Password?" and "Forgot User Name?". The "Forgot User Name?" tab is selected. The form has two input fields: "User Name" and "Email Address". An "Enter" button is located at the bottom right of the form. Below the form is a disclaimer: "If you are experiencing login issues or have questions or comments about PowerSchool, please contact your school directly. For security reasons, Pearson employees are unable to assist with logon, password, or other accessibility issues related to this school's PowerSchool systems. Thank you in advance for your understanding." At the bottom of the page is the Pearson logo and copyright information: "PEARSON Copyright© 2005 - 2009 Pearson Education, Inc., or its affiliate(s). All rights reserved.."

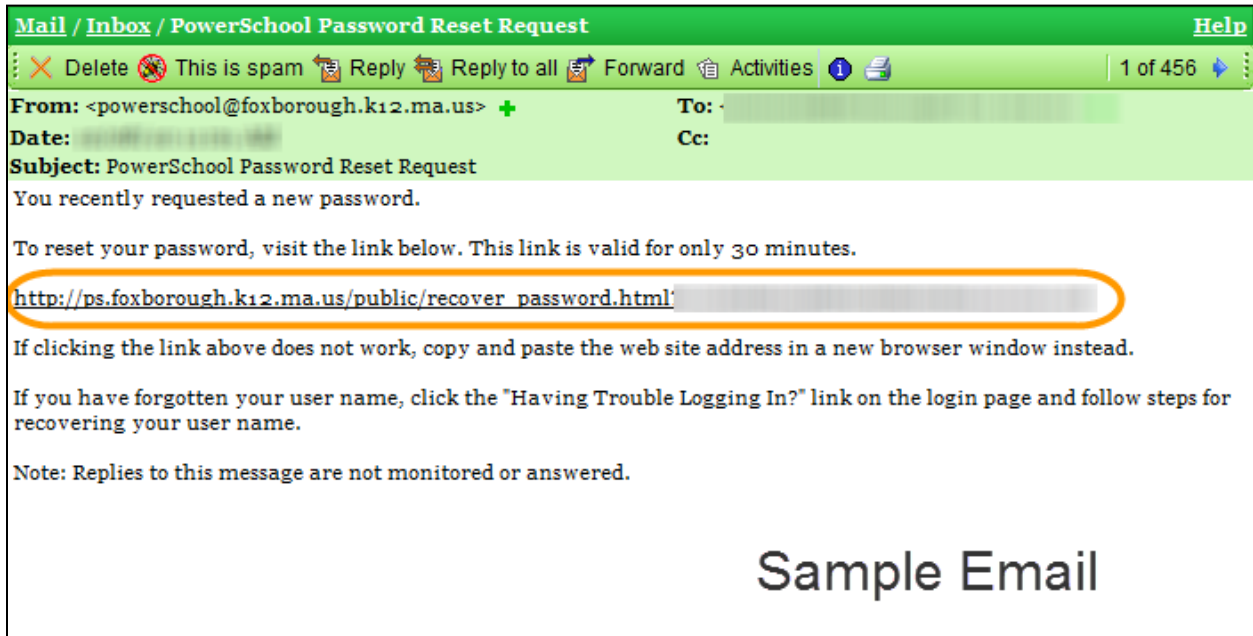
- 6. Click on the **Enter** button when finished.
- 7. If you have an email address associated with an student account, the you will receive the following **Forgot Password Email Sent** message:



The image shows a screenshot of the PowerSchool website's "Forgot Password Email Sent" message. At the top, the PowerSchool logo is displayed. Below it is a box titled "Forgot Password Email Sent". The box contains the following text: "If the email address you provide is associated with an account in our records, you will receive an email with instructions for resetting your password. If you don't receive this email, please check your junk mail folder or contact the school." Below the text is a link: "Return to [Login](#)." At the bottom of the page is the Pearson logo and copyright information: "PEARSON Copyright© 2005 - 2009 Pearson Education, Inc., or its affiliate(s). All rights reserved.."

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8. Check the email account associated with your student account for a **'PowerSchool Password Reset Request'** email. If you do not see the email, check your 'Spam' folder.
9. In the **PowerSchool Password Request** email, click on the link provided to reset your password:



Note: The link is only valid for 30 minutes.

10. In the Internet window that pops up, enter in your unique **User Name**. Type in a New Password and type in the same password in the Confirm New *Password* box. Make sure your password is at least 6 characters in length.
11. Click **Enter** when finished. *Note: Once you have updated your password, you will be logged into PowerSchool. Please remember your new password.*

PowerSchool

Recover Password

Enter your User Name and a new Password for your account.

Recover your Password

User Name

New Password

Confirm New Password

Once your password has been updated you will be logged in. Please remember your new password.