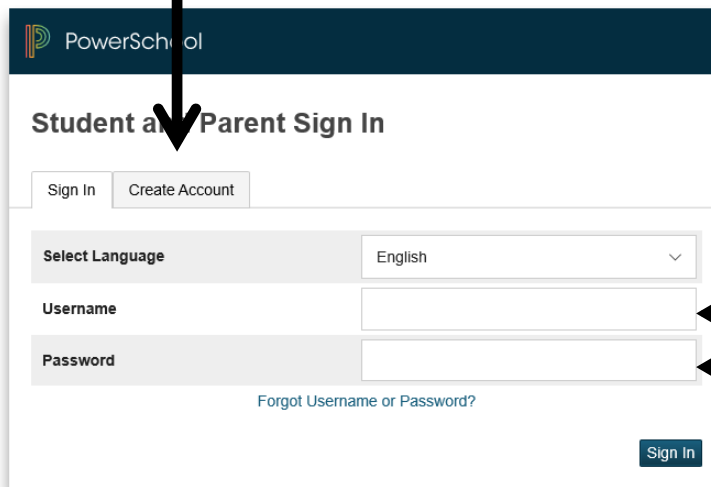


STEPS FOR CREATING YOUR PARENT PORTAL ACCOUNT

- **STEP 1:** Go to the Parent Portal Website: You can access the Parent Portal by going to the Tuckahoe UFSD Website or by going to <https://ps.tuckahoeschools.org/public/> to create your account. If you already have children in the Middle School or High School, you most likely have an account setup and can skip to step 4 where you can sign in with your current self created username and password and add your WEC children to your current account.
- **STEP 2:** Fill in requested information for your Parent Account:
- **STEP 3:** Link all of your children that attend William E. Cottle School to your account with their Access Id and Access Password provided in the following pages:
- **STEP 4:** Log-in with the user-name and password that you created in step 2.
- **STEP 5:** This step is only for parents with existing Middle/High School accounts. Here you can add any William E. Cottle children to your existing account.
- Please refer to next four pages for a presentation of the five steps noted above.

STEP 1: Go to the Parent Portal

Website: You can access the Parent Portal Website by going to the Tuckahoe UFSD Website or by going to <https://ps.tuckahoeschools.org/public/> then click the “Create Account” tab. If you already have children in the Middle School or High School, you most likely have an account setup and can skip to step 4 where you can sign in with your current self created username and password and add your WEC children to your current account.



PowerSchool

Student and Parent Sign In

Sign In Create Account

Select Language English

Username

Password

[Forgot Username or Password?](#)

Sign In

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If you do not have any children in the Middle School/High School and are creating a new account, please leave these fields blank and click the “Create Account” tab above. Then click the blue “Create Account” link.

Create Parent Account

Parent Account Details

First Name	
Last Name	
Email	
Desired Username	
Password	
Re-enter Password	
Password must: *Be at least 6 characters long	

Link Students to Account

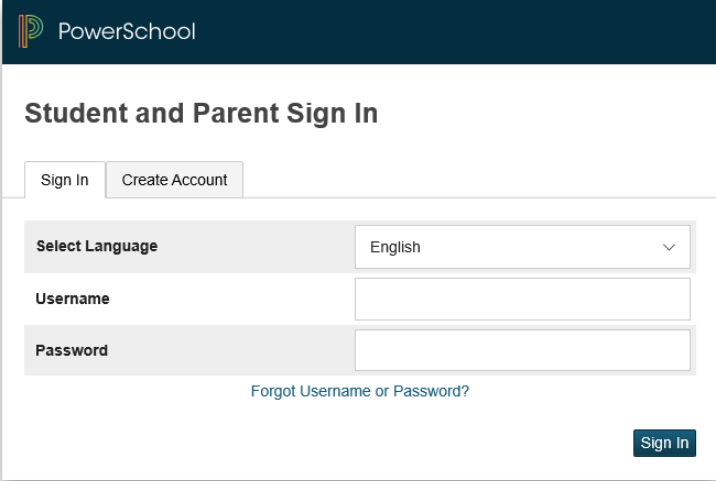
Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1	Student Name	
	Access ID	
	Access Password	
	Relationship	-- Choose v
2	Student Name	
	Access ID	
	Access Password	
	Relationship	-- Choose v
3	Student Name	
	Access ID	

STEP 2: Create Parent Account. Fill in your information on the right to create your account. You can choose your own Username and Password.

STEP 3: Link Students to Account. Use the info on the sticker above to fill in the fields to the left for each child attending WEC School. If you have more than one child attending WEC School, you will receive separate instructions for each child with a unique sticker. Scroll down and click "Enter" when finished. If you need the Access ID and Password for your child, please contact the school office.

STEP 4: Log in with the Username and Password that you created in Step 2. Proceed to Step 5 only if you have an account previously created with your children in the Middle School/High School and you need to add WEC children to that already established account. If you created a brand new account and added all your children attending WEC in the previous steps, then Step 5 is unnecessary.



The image shows a screenshot of the PowerSchool website's login page. At the top, there is a dark blue header with the PowerSchool logo. Below the header, the title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" (which is active) and "Create Account". The form includes a "Select Language" dropdown menu set to "English", a "Username" input field, and a "Password" input field. A link for "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form. At the very bottom of the page, there is a small copyright notice: "Copyright © 2005-2018 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates."

PowerSchool

Student and Parent Sign In

Sign In Create Account

Select Language English

Username

Password

[Forgot Username or Password?](#)

Sign In

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Navigation

-  Grades and Attendance
-  Grade History
-  Attendance History
-  Email Notification
-  Teacher Comments
-  School Bulletin
-  Class Registration
-  My Schedule
-  School Information
-  Account Preferences

District Code

LPNP



Account Preferences - Students

Profile Students

My Students

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

1. Greg
2. Marcia
3. Peter
4. Jan
5. Bobby

STEP 5: This step is only for parents that need to add WEC students to their previously created Middle/High School account.

- Click on "Account Preferences" in the left menu
- Click on the "Students" tab at the top
- Click on the "Add" link on the right
- Fill in the information found on the sticker in step 2 (page 3) of these instructions in the window that appears below, then click "OK"

Add

Add Student

Student Access Information

Student Name

Access ID

Access Password

Relationship

Cancel

OK

Parent Portal – Account Preferences



Profile Students

Account Preferences - Profile

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click corresponding Edit button to make changes to your username, or password.

First Name:	Willma
Last Name:	Adair
Email:	wadair@aol.com
Select Language	English
Username:	wadair
Current Password:	*****

Cancel

Save

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars
- Account Preferences**