

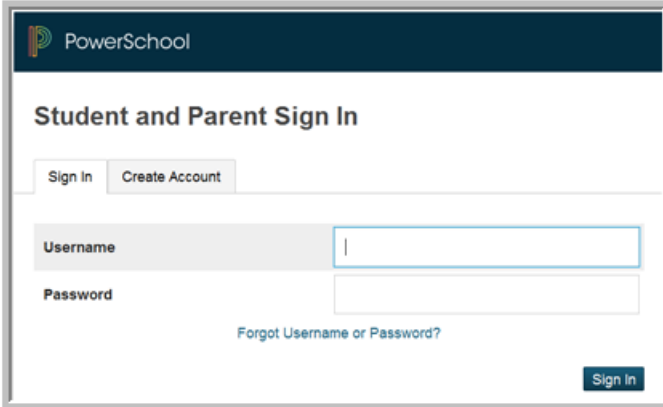
Welcome to PowerSchool!

The website address to access the PowerSchool Parent Portal is:

<https://powerschool.risd.k12.nm.us/public>

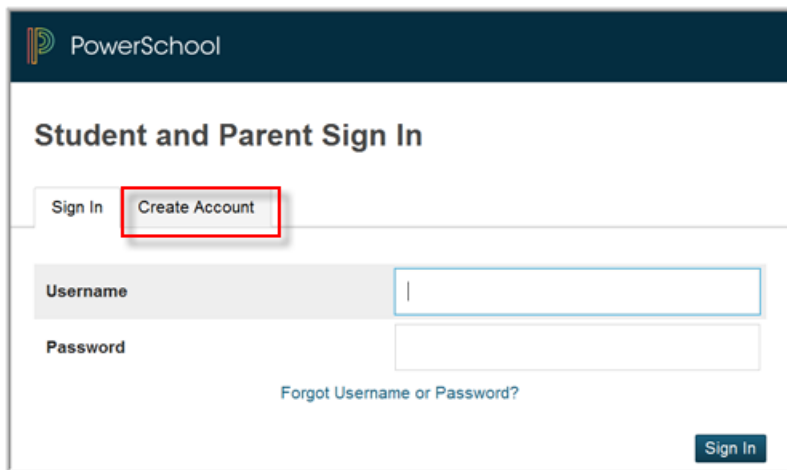
Your child's school will supply you with the Access Id and Access Password. When you visit the website you will need to create an account using the Access ID and Access Password.

If you have any further questions about PowerSchool Parent Portal please feel free to e-mail parenthelp@risd.k12.nm.us



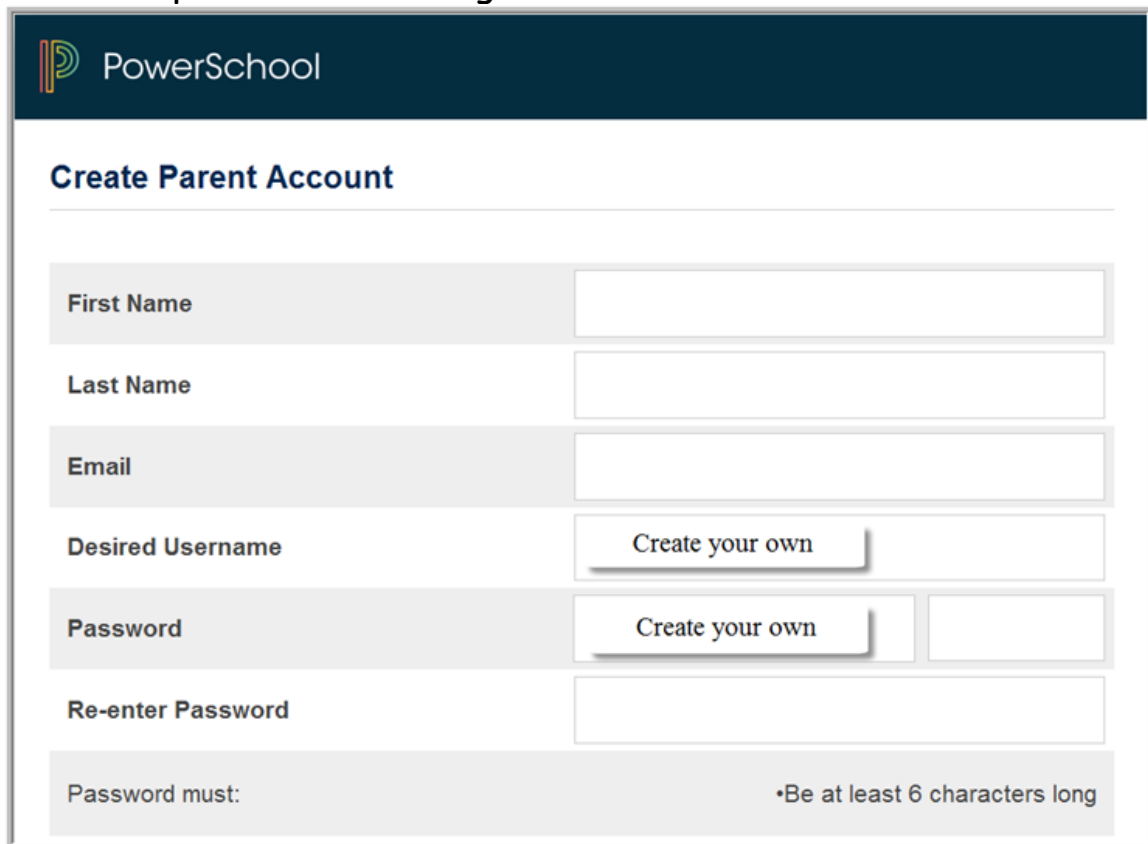
The screenshot shows the PowerSchool login interface. At the top, there is a dark blue header with the PowerSchool logo and the text "PowerSchool". Below the header, the page title "Student and Parent Sign In" is displayed. There are two buttons: "Sign In" and "Create Account". The "Sign In" button is active. Below the buttons, there are two input fields: "Username" and "Password". The "Username" field contains a vertical cursor. Below the "Password" field, there is a link that says "Forgot Username or Password?". At the bottom right, there is a "Sign In" button.

Click on Create Account:



The image shows the PowerSchool login page. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". The "Create Account" button is highlighted with a red rectangular border. Below the buttons are two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot Username or Password?". At the bottom right is a "Sign In" button.

Next complete the following:



The image shows the PowerSchool "Create Parent Account" page. At the top is the PowerSchool logo. Below it is the heading "Create Parent Account". There are several input fields: "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". The "Desired Username" and "Password" fields have a dropdown menu with the option "Create your own". At the bottom, there is a "Password must:" section with a requirement: "•Be at least 6 characters long".

Next complete each section for each student:

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	Enter first and last name of student
Access ID	The access id and access password comes from the information you picked up at the school for your student.
Access Password	
Relationship	-- Choose ▼

Once done click enter. You will be taken back to the sign in screen. You will need to enter your username and password.

There will be a tab with each child's name for you to navigate between.

Help | Sign O

Student Name
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Navigation

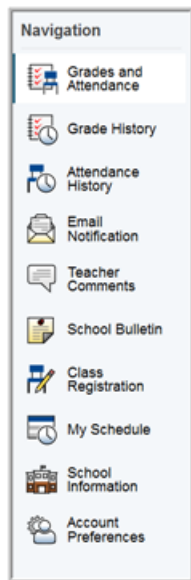
- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin

Grades and Attendance:

Grades and Attendance

Attendance By Class																		
Exp	Last Week					This Week					Course	Q1	Q2	Q3	Q4	Y1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F								
0(A)											Third Grade	0	--				0	0
1(A)	3rd Gr. Reading	A	--				0	0
											Teacher Name	90						

Each of the pictures located at the left of the website will bring you to a different page with your student's information. Anything blue on each screen can be clicked on and will link you to further information. You can return to the first screen at any time by clicking on the PowerSchool logo.



- **Grades and Attendance**: Grades and attendance for the 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, AM or PM). By clicking on a current grade you will be connected to any assignments, tests etc. that are included in that grade.
- **Grade History**: Final grades for previous marking periods. By clicking on the final grade you will see any assignments, tests etc. that made up that grade.
- **Attendance History**: The attendance codes marked for the current marking period.
- **Email Notifications**: 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**: Comments that have been given by your student's teacher. Comments are separated by each subject that your student has.

Each page that you visit can be printed by clicking on the **Print Page** icon in the lower right-hand corner of each screen. This will bring you to a printer-friendly page with a little description of the information on that page.