

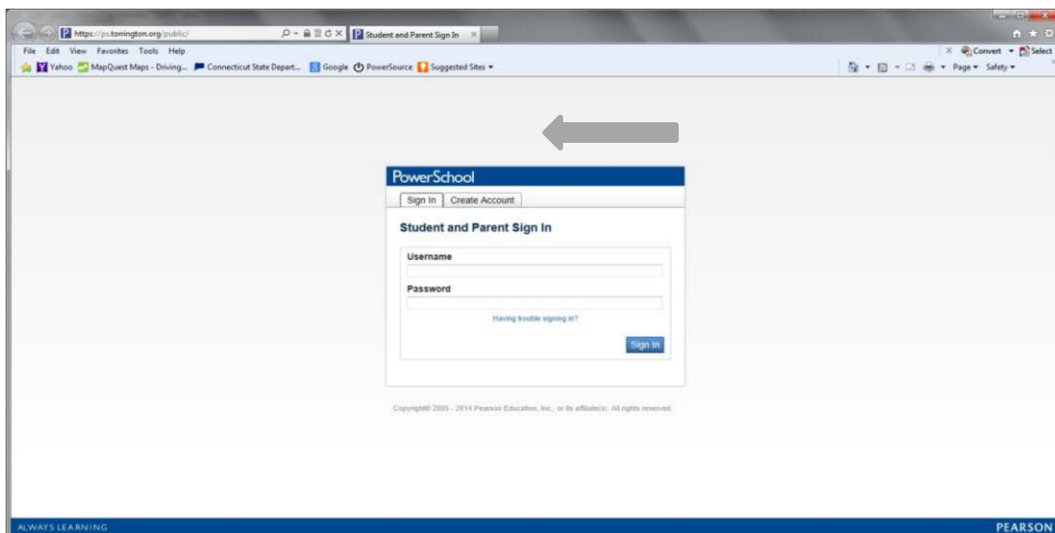
Parent Portal Instructions

For further instructions on using Parent Portal or any announcements regarding the parent Portal, please visit our website <http://www.torrington.org>, hover over **For Parents** and move down to **Parent Portal User Guide/Login Instructions**.

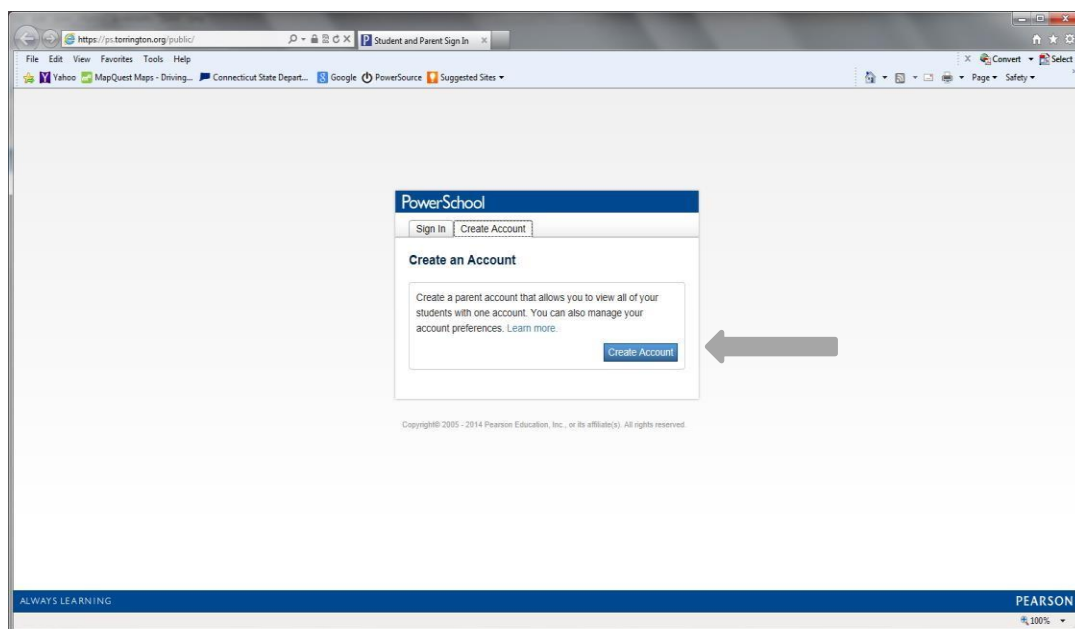
How to create a Parent/Guardian Account

A parent/guardian account allows you to view the information for one or more students with a single login. You can also manage your personal account preferences.

1. Open your Web browser such Internet Explorer, Firefox, Safari to <http://torrington.powerschool.com/public> The **Log In** screen appears.
2. Click on the **Create Account** tab



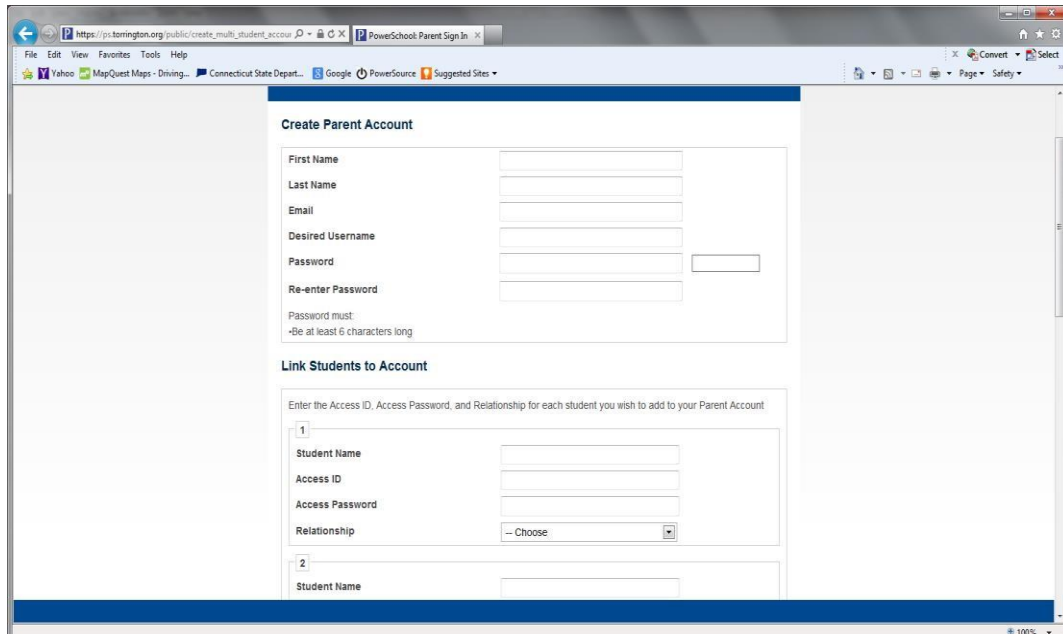
3. Then click on the blue **Create Account** button.



4. Fill in the information on the next screen for the parent/guardian and up to 7 students using the **Web ID** and **Web Password** provided by your child's school.

Access ID _____

Access Password _____



The screenshot shows a web browser window with the URL https://ps.torrington.org/public/create_multi_student_account. The page title is "PowerSchool Parent Sign In". The main content area is titled "Create Parent Account" and contains two sections:

- Create Parent Account:** This section includes input fields for "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". A note below the password fields states: "Password must: -Be at least 6 characters long".
- Link Students to Account:** This section has a heading "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". It contains a table with two rows for adding students. The first row is numbered "1" and includes fields for "Student Name", "Access ID", "Access Password", and a "Relationship" dropdown menu. The second row is numbered "2" and includes a "Student Name" field.

The browser's address bar shows several tabs, including "PowerSchool Parent Sign In". The browser interface includes standard navigation buttons and a search bar.

5. When all the information is complete, click on the blue **Enter** button.
6. You are now back to the Sign In screen and can log in using the **Username** and **Password** that you created on the previous screen.

Please call your grade secretary if you need assistance setting up the Parent Portal.