CREATING YOUR POWERSCHOOL PARENT PORTAL ACCOUNT

GETTING STARTED

RECOMMENDED BROWSERS AND DEVICES

PowerSchool supports all major browsers including Internet Explorer, Firefox, Safari and Chrome. We encourage users to use **Google Chrome** to access PowerSchool.

You can use a browser on any computer or tablet to access the PowerSchool portal.

LOGGING INTO POWERSCHOOL

1) From the **New Trier website**, hover over **Students** and click on **PowerSchool Portal**.

2) From the Sign in tab, enter your PowerSchool Username and Password, and click the **Sign In** button.

‼ **IMPORTANT** ‼: You are required to create your PowerSchool Username and Password the first time you visit the PowerSchool portal. Skip down to the "Creating a PowerSchool Account" section below to learn how.

CREATING A POWERSCHOOL ACCOUNT

This step is only done once. To complete this step, you will need an **Access ID** and **Access Password.** Parents/Guardians will need this information to create a PowerSchool account for your family.

‼ IMPORTANT ‼ Even if you already have a PowerSchool account from your previous school, you will need to create a new one specific to New Trier.

1) The first time you visit the Parent Portal you will be required to create an account. To begin, click on the **Create Account** tab. Then click the **Create Account** button.

   *KEEP IN MIND: Once you create your PowerSchool account that first time, you will type in the username and password you created, and click **Sign In**.

2) Complete all fields under **Parent Account Details**. We highly recommend that you use your email address as your **Desired Username**. Be sure to create a secure password.

3) Click the **Enter** button to submit.

   *TIP: If you do forget your password, you can reset your password using the **Forgot Username or Password** link found on the Student and Parent Sign In portal.

4) Enter the information for each of your students, if applicable. Please complete all fields.
   *NOTE: New Trier will email your family an **Access ID** and **Access Password**.

5) Click the **Enter** button to submit your information.