



**Lincolnshire-Prairie View School District 103
Administration Offices**

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Scott H. Warren, Ed.D.
Superintendent

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Director of Technology
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June 10, 2016

Re: **Welcome** to our new **student information system** called **PowerSchool!**

To the parent/guardian of .

Beginning with the 2016-2017 school year, Lincolnshire-Prairie View School District 103 is implementing a new **student information system (SIS)** called **PowerSchool**. The **PowerSchool SIS** provides a number of robust features for faculty, staff and families - and will replace Skyward Family Access.

In an effort to enhance communication and the ease-of-use for our parents/guardians, we are utilizing the **PowerSchool Parent Portal** and the *Single Sign On* capabilities. This means that once your **PowerSchool Parent Portal** account has been created, and your child(ren) are linked to that account, you will be able to securely view information regarding registration, grades, assignment information, attendance, payments, etc.

Because this is the first time using our PowerSchool SIS, we need ALL families to complete the following two steps:

STEP #1: Create your PowerSchool Parent Portal account (this works best when using a computer).

1a. Using a web browser of your choice, please navigate to <https://d103.powerschool.com>. It is a good idea to *bookmark* this web page in your web browser for future use. (You can also access the student information system from our district or school homepages using the quick link icon.)

1b. Beneath the words, "Student and Parent Sign In," select the second tab labeled, "Create Account."

1c. Below the sentence, "Create a parent account..." select the blue colored "Create Account" button.

1d. The "Create Account" will drop down, and you can enter your First Name, Last Name, Email, Desired Username and Password. Please add your own information, as this will be unique to you.

STEP #2: Link Students to Account (this will "link" or associate your child(ren) to your **PowerSchool Parent Portal** account). You will complete the below steps for each child in your family.

2a. On the same "Create Account" screen, enter _____ in the "Student Name" box.

2b. Enter _____ in the "Access ID" box.

2c. Enter _____ in the "Access Password" box.

2d. Select your "Relationship" to the student from the drop down list.

You will complete the above steps for each child in your family. Note: There is a limit of seven (7) children per login.

2e. Once all of the children in your family have been added, select the blue colored "Enter" button toward the bottom, right side of your screen. This will save the information you entered and automatically bring you back to the login page.

After **STEP #1: Create your PowerSchool Parent Portal account** and **STEP #2: Link Students to Account** have been completed, you can begin using your **PowerSchool Parent Portal**. Keep in mind that information will be modified through the summer months, so the information you currently see may change as we get closer to the beginning of the school year. Please contact powerschool@d103.org if you have any questions regarding the **PowerSchool Parent Portal**.



STEP #1: CREATE YOUR POWERSCHOOL PARENT PORTAL account (this works best when using a computer). See below...

1a. Using a web browser of your choice, please navigate to <https://d103.powerschool.com>. It is a good idea to *Bookmark* this web page in your web browser for future use.

PowerSchool
Student and Parent Sign In
Sign In Create Account
Username
Password
Forgot Username or Password? Sign In
Welcome to Lincolnshire-Prairie View School District 103's PowerSchool login page for students and parents.
Copyright © 2005-2016 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 affiliate(s).

1b. Beneath the words, “Student and Parent Sign In,” select the second tab labeled, “Create Account.”

Create Account

1c. Below the sentence, “Create a parent account...,” select the blue colored “Create Account” button.

PowerSchool
Student and Parent Sign In
Sign In Create Account
Create an Account
Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more.
Create Account
Welcome to Lincolnshire-Prairie View School District 103's PowerSchool login page for students and parents.
Copyright © 2005-2016 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 affiliate(s).

1d. The “Create Account” will drop down, and you can enter your *First Name, Last Name, Email, Desired Username* and *Password*. Please add your own information, as this will be unique to you.

PowerSchool
Create Parent Account
First Name
Last Name
Email
Desired Username
Password
Re-enter Password
Password must: *Be at least 7 characters long

STEP #2: LINK STUDENTS TO ACCOUNT (this will “link” or associate your child(ren) to your *PowerSchool Parent Portal* account). **Complete the below steps for each child in your family.**

2a. On the same “Create Account” screen, enter (your child’s first name) (your child’s last name) in the “Student Name” box.

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

2b. Enter (your child’s Access ID) in the “Access ID” box.

Access ID

2c. Enter (your child’s Access Password) in the “Access Password” box. 2d. Select your “Relationship” to the student from the drop down list.

Access Password
Relationship -- Choose

COMPLETE THE ABOVE STEPS FOR EACH CHILD IN YOUR FAMILY. Note: There is a limit of seven (7) children per login.

2d. Once all of the children in your family have been added, select the blue colored “Enter” button toward the bottom, right side of your screen. This will save the information you entered and automatically bring you back to the login page.

Enter

