PowerSchool

How to Create a Parent Account

PowerSchool will provide access to your middle school children's learning experience to see current progress, grades, attendance, and more. To access the PowerSchool Student and Parent portal, parents/guardians please follow the instructions below. You will need the Access ID and Access Password contained in a letter sent home from school. If you did not receive this letter or for questions regarding account access, please contact your child's school office.
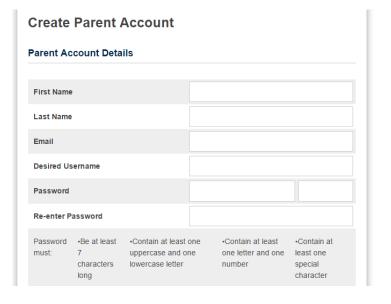
1. Create an account:
   - Visit https://cgesd.powerschool.com
   - Click on the **Create Account** tab

   - Click on **Create Account**

   - Fill out the information under **Parent Account Details**. The Desired Username and Password are *not* the Access ID and Access Password in the letter sent home.
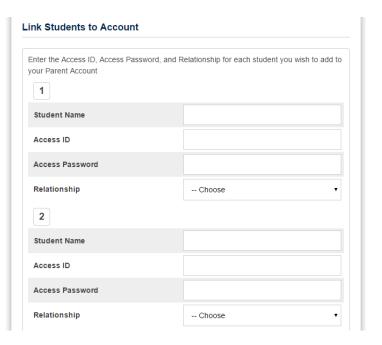   Only one CGESD PowerSchool parent account may be created per email address.

Create Parent Account

Parent Account Details

First Name	
Last Name	
Email	
Desired Username	
Password	
Re-enter Password	

Password must:	•Be at least 7 characters long	•Contain at least one uppercase and one lowercase letter	•Contain at least one letter and one number	•Contain at least one special character

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- Fill out the information under **Link Student to Accounts**. This *is* where you will use the Access ID and Access Password in the letter sent home. You may list up to 7 student accounts here. You will need the Access ID and Access Password for each student. This will create one parent/guardian account for all your students.

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 ▾

2	
Student Name	
Access ID	
Access Password	
Relationship	-- Choose ▾

- Click on **Enter** at the bottom of the page.

   Enter

2. After creating an account, use the username and password you created to log in to the PowerSchool Student and Parent portal at https://cgesd.powerschool.org

Please Remember:

Keep your username and password confidential so that only you can access the information.

Students do not need to create an account, the student username and student password sent home in the letter can be used to log into the PowerSchool Student and Parent portal.