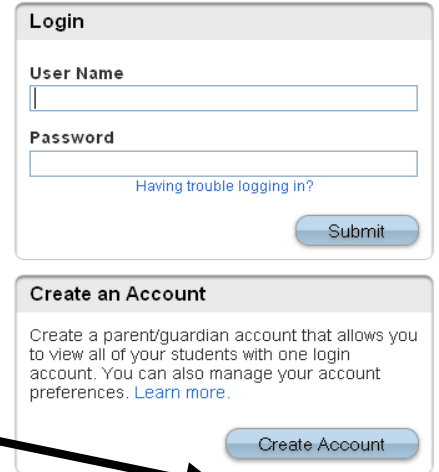# *Iowa Falls Community School District*
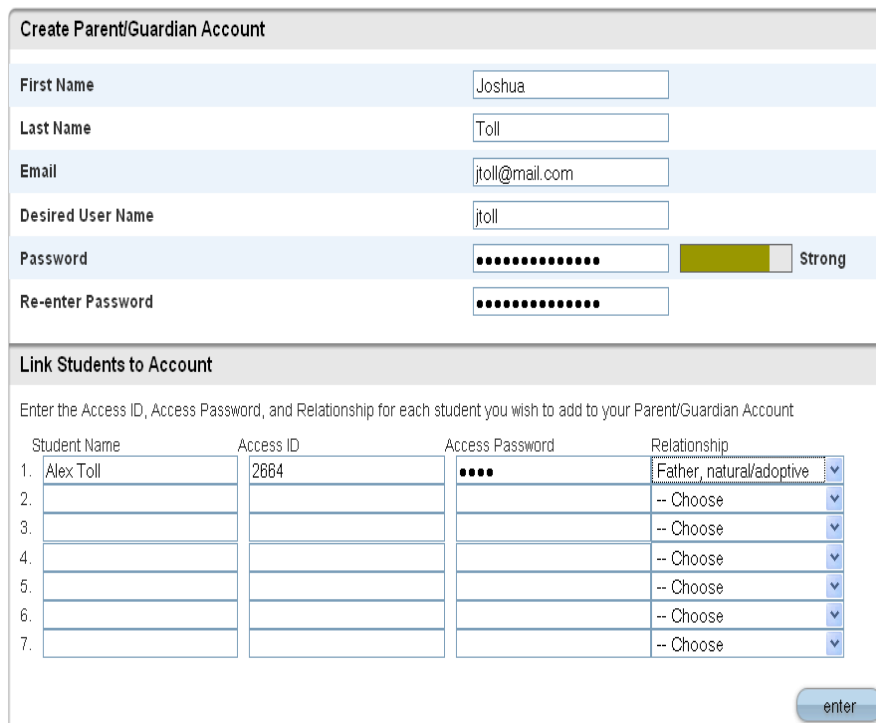## Parent Users Guide

Parents,

Please read this important information so you can access your students PowerSchool information. During the summer we have installed the newest Version 7.8 to PowerSchool so parents/guardians will now have the ability to create an account that will allow you to access all your students from a SINGLE LOGIN. You will also be able to create your own User Names and Passwords. If you do not have access codes, please contact Your Child's Building Secretary for assistance.

You will need to go to the PowerSchool login page: **https://ps-iowa-falls.gwaea.org/public/home.html** or click onto the PowerSchool link on the schools website.  You will see the following screen:

1.  Click the Create Account button

2.  The screen below will appear

This is where you will setup access to ALL your students.

- Enter an E-Mail address – Note: The e-mail address MUST be unique. If Parent/Guardians share the same e-mail address, you should only set up one parent access account.

- User Name (No apostrophe's).

- Password(No apostrophe's and it must me at least six characters)

- Enter the Name of each Student you wish to associate with.

Enter the Access ID and Access Password for each student.

Select the relationship you are to the student.

**NOTE:** Should you enter something incorrectly, when you hit Enter, the Edit checks will catch the error; but unfortunately, also blank out many of the fields you have entered. You must re-enter the information in it's entirety before the record is created.

3. Click Enter when you have completed this link to all of your students.

4. Assuming you are successful, you will receive this message.

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

**Login**

**User Name**

**Password**

Having trouble logging in?

If Parent/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at a time.

After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your student family members.

**PowerSchool**

• Select the appropriate name to change the page to that student's information.

Avery | Emily | Laura | Vickie

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## What if you forget your login information?

On the login page click on Having Trouble Logging in?

**Login**

**User Name**

**Password**

Having trouble logging in?

Submit

**If you forgot your Password:**
• Fill in your User Name
• Fill in your E-Mail Address
• Hit Enter
The system will authenticate your information and send you a Security Token with instructions on how to re-set your Password to the E-Mail address listed.

**It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to re-set the Password in that allotted time, you will need to repeat the process.**

**If you forgot your User Name:**
• Click on the Forgot User Name tab
• Enter your E-Mail Address
• Hit Enter  The system will authenticate your information and send you an E-Mail listing your User Name.

**Recover Account Login Information**

To recover your account login information, provide the information below.

Forgot Password? | Forgot User Name?

**User Name**

**Email Address**

Enter