

# Single Sign On for the Parent Portal

From your internet browser go to the PowerSchool Parent Portal:  
<https://ps.hamiltonschools.us/public/home.html>

First thing to do before logging in is:

## Create An Account

To create a parent/guardian account, you will enter the following information:

- **Name**–Your first and last name
- **Email**– Student notifications and correspondence related to your parent/guardian account will be sent to this email.
- **Desired User Name**–Your user name is your unique PowerSchool identity
- **Password**–Your password must be at least 6 characters long
- **Student Access Information**–Information for a minimum of one student. This includes the **Parent Web ID, Access Password** for each student, and your relationship to the student. (his/her information was sent home with students on December 21). **The Access ID is case sensitive.** (Screenshot below of Creating Account)

PowerSchool

Parent Sign In

Username

Password

Having trouble signing in?

Sign In

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

Create Parent Account

First Name: Barb

Last Name: Ferguson

Email: bfergusoster@gmail.com

Desired Username: BarbF

Password: [masked] Better

Re-enter Password: [masked]

Password must:  
•Be at least 6 characters long

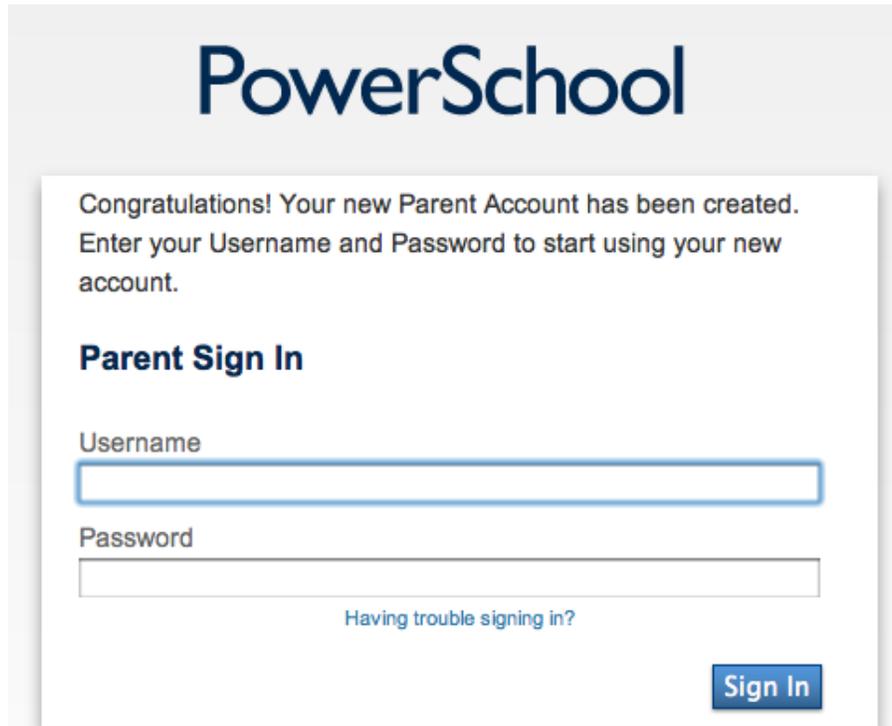
Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

Student Name	Access ID	Access Password	Relationship
1. Lucy Ferguson	Fer480	...	Other
2. Coda Lohman	Lohman123	.....	Other
3. [empty]	[empty]	[empty]	-- Choose
4. [empty]	[empty]	[empty]	-- Choose
5. [empty]	[empty]	[empty]	-- Choose
6. [empty]	[empty]	[empty]	-- Choose
7. [empty]	[empty]	[empty]	-- Choose

Enter

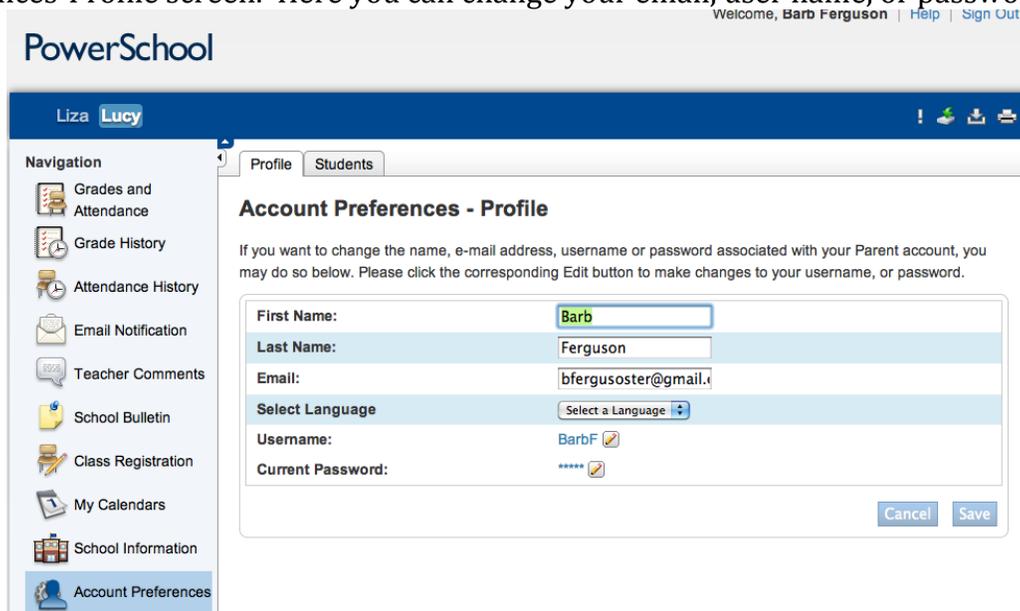
Once you have created the account and added your child(ren), click Enter. You then will be directed back to a login screen where you will use your **new login and password** that you just created. (See below)



The image shows the PowerSchool Parent Sign In screen. At the top, the PowerSchool logo is displayed in a large, blue, sans-serif font. Below the logo, a white box contains the following text: "Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account." Underneath this text is the heading "Parent Sign In" in bold. There are two input fields: "Username" and "Password". Below the password field is a link that says "Having trouble signing in?". At the bottom right of the white box is a blue button with the text "Sign In".

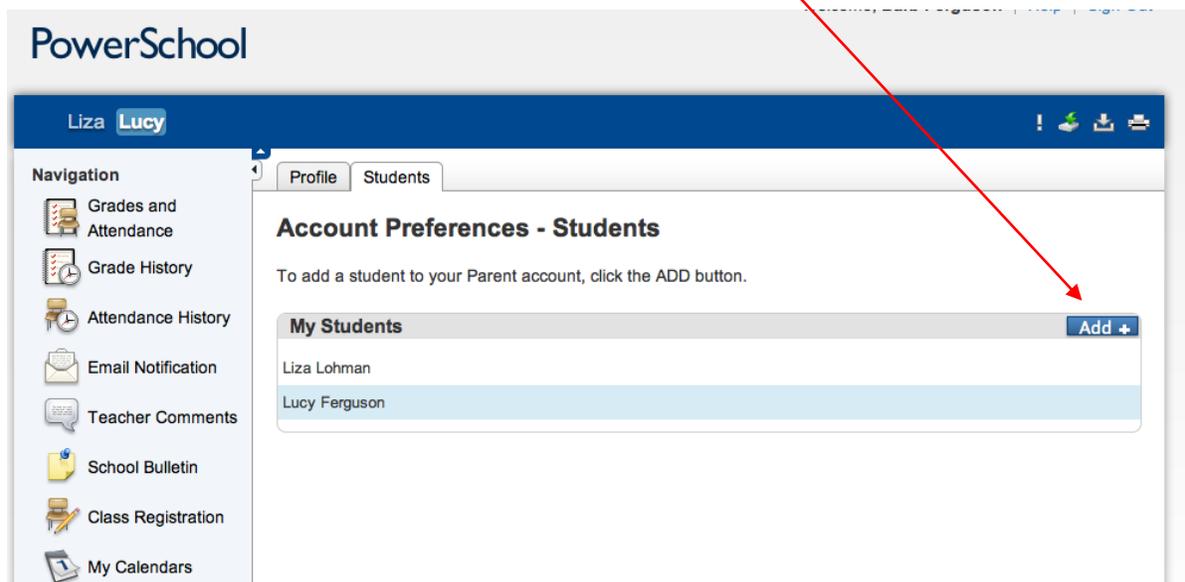
After logging in you will see the main Parent Portal screen. Across the top you will see a tab for your child(ren). On the left navigation bar there are links to several screens providing information about grades, attendance, email notifications, school bulletin, fee balances, honor roll, demographic change, test score, etc.

Clicking on **Account Preferences** tab in the left navigation bar brings you to an Account Preferences-Profile screen. Here you can change your email, user name, or password.



The image shows the PowerSchool Account Preferences - Profile screen. At the top, the PowerSchool logo is displayed. Below the logo, the text "Welcome, Barb Ferguson | Help | Sign Out" is visible. The main content area is titled "Account Preferences - Profile". Below the title, there is a message: "If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password." There are two tabs: "Profile" and "Students". The "Profile" tab is selected. Below the message is a form with the following fields: "First Name" (Barb), "Last Name" (Ferguson), "Email" (bfergoster@gmail.com), "Select Language" (Select a Language), "Username" (BarbF), and "Current Password" (\*\*\*\*\*). At the bottom right of the form are "Cancel" and "Save" buttons. On the left side of the screen is a navigation bar with the following items: "Grades and Attendance", "Grade History", "Attendance History", "Email Notification", "Teacher Comments", "School Bulletin", "Class Registration", "My Calendars", "School Information", and "Account Preferences".

Selecting the **Students tab** from the Account Preferences screen takes you to a screen where you can add additional children to your account.



Once again you will need to know the original **Parent Web Id and Web password** for that student. This information can be acquired from the school secretary or via email to [llohman@hamiltonschools.us](mailto:llohman@hamiltonschools.us).

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