

# PowerSchool Single Sign On

There are changes to the way you will access PowerSchool this year. Trinity Academy is now using the Single Sign On System.

What is Single Sign On?

- Single Sign On (SSO) is a system that allows parents to use one username and password to access all of their students' information, grades, and attendance.
- Replaces the current Parent ID & Parent Password

All parents and guardians will now need to Create a Parent Access Account

# How to Create A Parent Access Account

In order to create a Parent Access account, you must have an Access Account ID and Access Password for each student you wish to add to your account. This information has been sent home.

To begin, go to the PowerSchool Link on the Trinityk8.com Parents Portal

www.trinityk8.com/parents

Digital Backpack | Parents | Alumni | Faculty

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Catholic Education for the Leaders of Tomorrow

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## Parent Portal

Consider this your one stop shop for all things Trinity Academy Parent related! Bookmark this page or use the "quick link" at the top of the site for quick access.

### Five Links You Go to Again and Again

1. Digital Backpack - Any papers sent home via your child's backpack will also be accessible here, posted by date, so you can find a flyer from days or weeks ago.
2. H.S.A. Site - Details about fundraising events, meeting dates and meeting minutes. Look to the H.S.A. site to find valuable parent information.
3. Make a Payment - Not for tuition (yet) but available for payments to H.S.A. for fundraising events, athletic fees, shop with script and more.
4. **PowerSchool - Access your child's grades and performance in real time. Simply use the password provided by the school office to access your child's records. Forgot your password? No problem, send the office an email.**

Other Important Links

The link will send you to: <https://psrcan.psisjs.com/public>

## Create Parent/Guardian Account

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 the new PowerSchool Single Sign ON (SSO) Please click on the link below for instructions on how to setup your access account to PowerSchool.

**PowerSchool Single Sign-On Instructions for Parents**

Click on the Create Account button. In the future after your account is created, you will login by entering your User Name and Password at the top of the screen.

Enter the following information:

- ❓ First Name
- ❓ Last Name
- ❓ Email address
- ❓ Desired User Name - This is the name you will use to access the system in the future. (Do not use your email address.)
- ❓ Password and Re-Enter Password - The gauge on the right lets you know the strength of your password choice.

### Link Students to Account

The following information (provided by your school) is required for each student you wish to add to your account:

- ❓ Student's name
- ❓ Access ID
- ❓ Access Password
- ❓ Your relationship to the student

Click **Enter** when done. (you will need to scroll to the bottom of the page.)

The screenshot shows a web browser window with the URL 'ti\_student\_account.html?'. The page contains two main sections: 'Create Parent Account' and 'Link Students to Account'.

**Create Parent Account**

|                   |                    |
|-------------------|--------------------|
| First Name        | Test               |
| Last Name         | Test               |
| Email             | kfore@minityk8.com |
| Desired Username  | ptest              |
| Password          | ***** <b>Enter</b> |
| Re-enter Password | *****              |

Password must: \*Be at least 5 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

|                 |              |
|-----------------|--------------|
| 1               | Test Student |
| Student Name    | Test Student |
| Access ID       | kmfr4        |
| Access Password | ****         |
| Relationship    | Other        |
| 2               |              |
| Student Name    |              |
| Access ID       |              |
| Access Password |              |
| Relationship    | -- Choose    |

At the bottom right of the page, there is a button labeled 'Enter'.

When complete you should get the **Congratulation! Your new Parent/Guardian Account has been created** screen (see below).

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?](#)

Submit

The names of any students linked to your account will appear in the top left of the welcome page. Select the name of the student to view the attendance, grades, or other information .

Welcome, Powerschool Admin2 | [Help](#) | [Sign Out](#)

# PowerSchool

**Jane** John

Navigation

- Grades and Attendance
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Account Preferences
- Demographic Change

Grades and Attendance | Standards Grades

## Grades and Attendance: Doe, Jane

Please check your demographics to ensure the information we have on file is correct.

| Attendance By Class |           |   |   |   |   |           |   |   |   |   |        |    |                   |    |          |         |   |
|---------------------|-----------|---|---|---|---|-----------|---|---|---|---|--------|----|-------------------|----|----------|---------|---|
| Exp                 | Last Week |   |   |   |   | This Week |   |   |   |   | Course | T1 | T2                | T3 | Absences | Tardies |   |
|                     | M         | T | W | H | F | M         | T | W | H | F |        |    |                   |    |          |         |   |
|                     |           |   |   |   |   |           |   |   |   |   |        |    | Attendance Totals |    |          | 0       | 0 |

Show dropped classes also

| Attendance By Day |   |   |   |   |           |   |   |   |   |          |     |         |     |
|-------------------|---|---|---|---|-----------|---|---|---|---|----------|-----|---------|-----|
| Last Week         |   |   |   |   | This Week |   |   |   |   | Absences |     | Tardies |     |
| M                 | T | W | H | F | M         | T | W | H | F | T1       | YTD | T1      | YTD |
|                   |   |   |   |   |           |   |   |   |   | 0        | 0   | 0       | 0   |
| Attendance Totals |   |   |   |   |           |   |   |   |   | 0        | 0   | 0       | 0   |

**Legend**

Attendance Codes: Blank=Present | A=Absent | T=Tardy | UNE=Unexcused Absence | EXC=Excused Absence | SUS=Suspended | ED=Early Dismissal | TED=Tardy AND Early Dismissal | COL=College Visit | MED=Medical Absence |