

# Cedar Valley Catholic Schools - Parent Users Guide Single Sign On

## MUST BE COMPLETED PRIOR TO E-REGISTRATION.

Parents,

Please read this important information so you can access your students PowerSchool information. During the summer we have installed the newest Version 6.2 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.

You will need to go to the PowerSchool login page:

<https://ps-archd.gwaea.org/public/> 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

The screenshot shows the PowerSchool login interface. At the top is a 'Login' section with fields for 'User Name' and 'Password', a 'Submit' button, and a link for 'Having trouble logging in?'. Below this is a 'Create an Account' section with a 'Create Account' button. The 'Create an Account' section includes a brief description: 'Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)'

The screenshot shows the 'Create Parent/Guardian Account' form. It has two main sections: 'Create Parent/Guardian Account' and 'Link Students to Account'. The first section contains fields for First Name (Joshua), Last Name (Toll), Email (jtoll@mail.com), Desired User Name (jtoll), Password (masked with dots), and Re-enter Password (masked with dots). There is a 'Strong' indicator for the password. The second section, 'Link Students to Account', has a heading 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account'. It features a table with columns for Student Name, Access ID, Access Password, and Relationship. The first row is filled with 'Alex Toll', '2664', '\*\*\*\*', and 'Father, natural/adoptive'. Below the table is an 'enter' button.

| Student Name | Access ID | Access Password | Relationship             |
|--------------|-----------|-----------------|--------------------------|
| 1. Alex Toll | 2664      | ****            | Father, natural/adoptive |
| 2.           |           |                 | -- Choose                |
| 3.           |           |                 | -- Choose                |
| 4.           |           |                 | -- Choose                |
| 5.           |           |                 | -- Choose                |
| 6.           |           |                 | -- Choose                |
| 7.           |           |                 | -- Choose                |

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

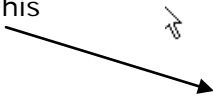
- Enter an E-Mail address – Note: The e-mail address MUST be unique. If Parent/Guardians share the same e-mail address, you should only set up one parent access account.
- User Name (No apostrophe's and do not use any email address).
- Password (No apostrophe's and it must be at least six characters)
- 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.

**\*\* Access ID's and Access Passwords. \*\***

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.

**Do not set your browser to save passwords to this site. It will cause your password to appear not to work!**

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



- 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?

### 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.

### Login

User Name

Password

[Having trouble logging in?](#)

Submit

### Recover Account Login Information

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

Forgot Password?

Forgot User Name?

User Name

Email Address

Enter