PowerSchool

To the Parent/Guardian of <Student's Name>,

The Westfield Public School District is excited to announce that we are able to provide you with access to your child's **report card grades and attendance** through the Parent Portal in PowerSchool, our student information management system. To access this information, you will need to use the unique Access ID and Password provided below and complete the following steps to create a Parent/Guardian account in PowerSchool:

Access ID for <Insert Child's First Name> is: ……..
Access Password for <Insert Child's First Name> is: …..

NEW ACCOUNTS - Never used PowerSchool before
1. Open the Internet browser on your computer. (Do not use a mobile device for this step)
2. Type https://ps.schoolsofwestfield.org into the address bar.
3. Click the "Create Account" tab and then click the "Create Account" blue button on the page. Complete all required fields on the top half of the page.
4. Link Student(s) to Account. Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account. Click the blue "enter" button to finish creating the account.
5. Once your account is created, enter the username and password you chose for your parent account.
6. View your student's information and log off when finished

EXISTING ACCOUNTS - Used PowerSchool before but need to link a new child
1. Open the Internet browser on your computer. (Do not use a mobile device for this step.)
2. Type https://ps.schoolsofwestfield.org into the address bar.
3. Login with your existing username and password.
4. To link a new student to your account, go to your **Account Preferences** screen, **Students** tab. Enter the student's name, Access ID, and Password into the appropriate fields. Select your relationship to the student from the drop-down menu.
5. Repeat step 4 if you have other students in grades Pre-K through 12. Once complete, click the blue "OK" button.
6. Click on the newly added student's name above.
7. View your student's information and log off when finished

ACCESSING MOBILE APP
1. Once an account is created through one of the above steps, the PowerSchool Parent Portal can be accessed using a mobile device.
2. Directions for downloading this application can be found in the document, **PowerSchool User Guide for Parents/Guardians** found on the **PowerSchool Parent/Guardian Support Site**
3. Must use district code **GHNX** for Westfield Public Schools.

In closing, The Westfield Public School District values your privacy and will never share your data with any third parties. Please keep your passwords confidential so only you can access this information. If you have any questions regarding the use of PowerSchool or creating your parent account, please visit the **PowerSchool Parent/Guardian Support Site** or please contact your child's school.

PowerSchool Parent/Guardian Support Site
https://sites.google.com/schoolsofwestfield.org/powerschool-parentguardian-inf/home