

# Alca PowerSchool

Parent/Student Portal

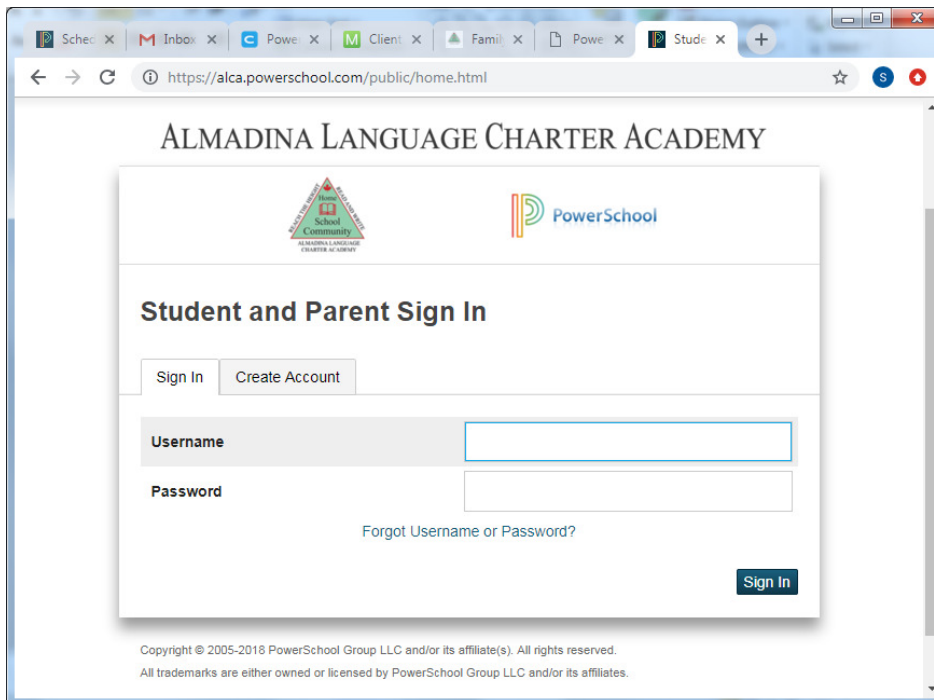
How to

Create a Parent Account

Recover Access to your Parent Account

# Creating Parent Account -1

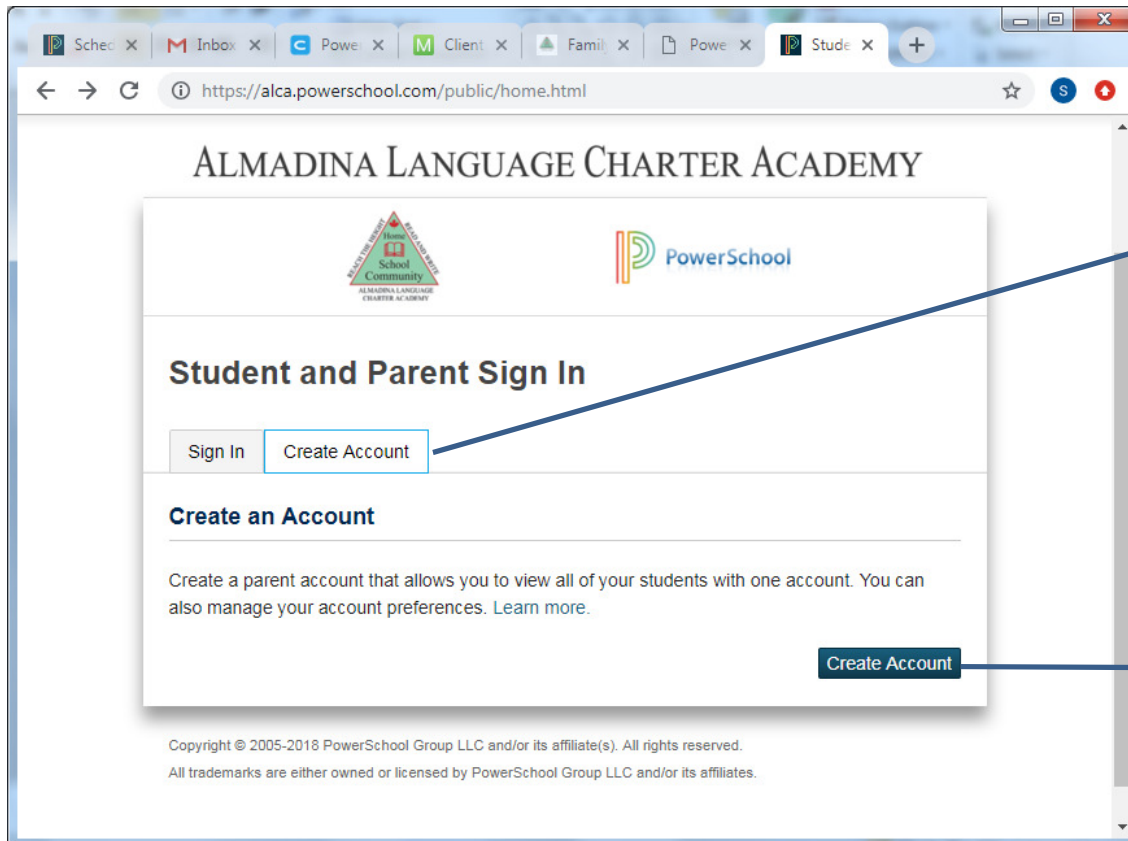
- To Create a Parent Account, type the following address to your browser:  
<https://alca.powerschool.com/public/home.html>
- You will see the following Screen:



The screenshot shows a web browser window displaying the Almadina Language Charter Academy website. The page features the school's name at the top, followed by its logo and the PowerSchool logo. Below this is a section titled "Student and Parent Sign In" with two tabs: "Sign In" and "Create Account". The "Sign In" tab is active, showing a form with fields for "Username" and "Password". A "Forgot Username or Password?" link is located below the password field. A "Sign In" button is positioned at the bottom right of the form. At the very bottom of the page, there is a copyright notice: "Copyright © 2005-2018 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates."

# Creating Parent Account -2

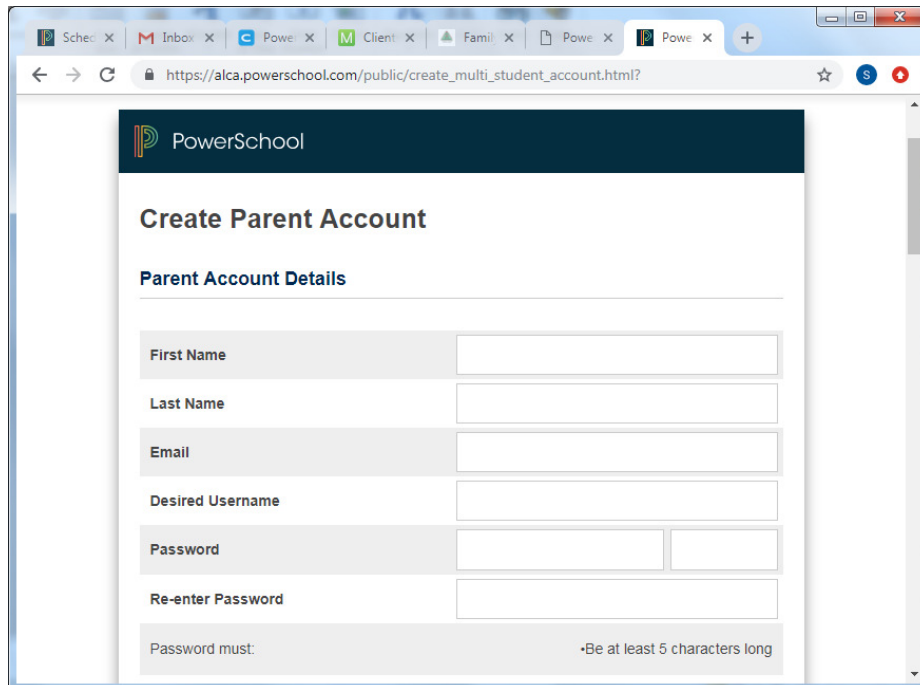
- Click and move to the tab **Create Account**
- You will see the screen below.



- Click:  
**Create Account**

# Creating Parent Account -3

- The email address you enter on this page will be the main way of communication between the PowerSchool Parent Portal and yourself.



The screenshot shows a web browser window with the URL [https://alca.powerschool.com/public/create\\_multi\\_student\\_account.html?](https://alca.powerschool.com/public/create_multi_student_account.html?). The page title is "Create Parent Account" and it features a "Parent Account Details" section with the following fields:

- First Name
- Last Name
- Email
- Desired Username
- Password
- Re-enter Password

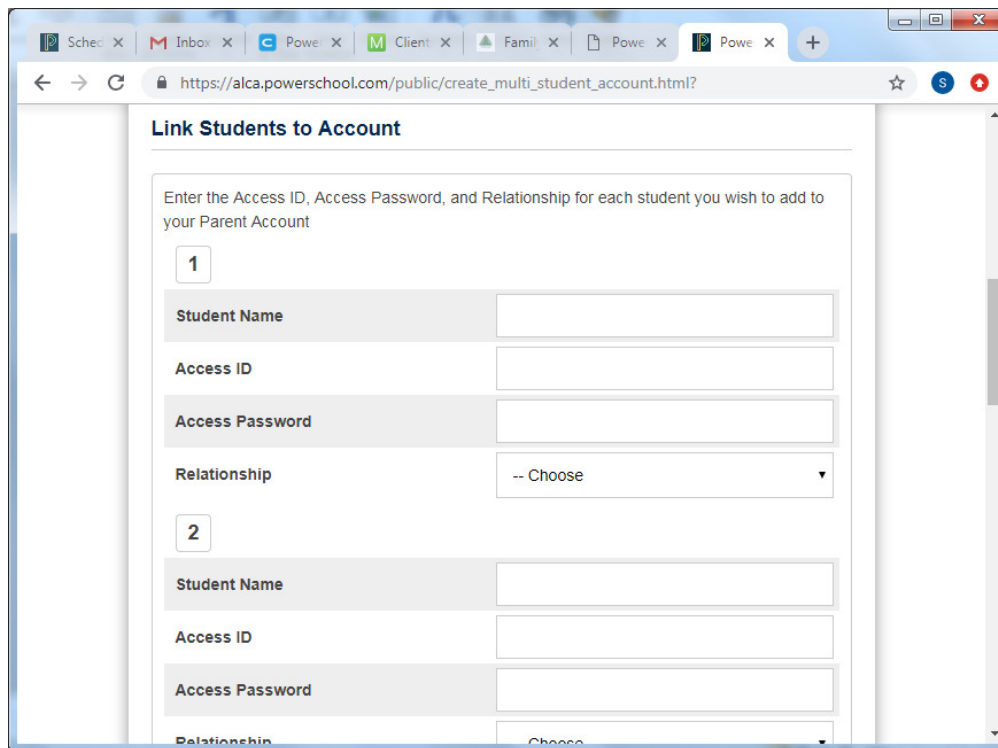
At the bottom, there is a note: "Password must: -Be at least 5 characters long".

1. Fill in your:
  - i. First Name
  - ii. Last Name
  - iii. Email Address
2. Then choose your own:
  - i. Username
  - ii. Password (as required)
  - iii. Confirm your password
3. Make sure to choose Username and Password you can remember. You will use them to Sign In to your parent portal account from now on.
4. Then scroll down to link your account with your students.

# Creating Parent Account -4

- For each student you want to link your account with, enter the following:

1. Student Name
2. Access ID
3. Access Password
  - Enter the above 3 fields (case sensitive) exactly as provided to you by the school (email or letter).
4. Choose your relationship to the student.
5. Enter the above for student # 2, 3, ... (if you have more than one student).



The screenshot shows a web browser window with the URL [https://alca.powerschool.com/public/create\\_multi\\_student\\_account.html?](https://alca.powerschool.com/public/create_multi_student_account.html?). The page title is "Link Students to Account". Below the title, there is a heading "Link Students to Account" and a sub-heading "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". The form contains two numbered sections, "1" and "2". Each section has four input fields: "Student Name", "Access ID", "Access Password", and "Relationship". The "Relationship" field is a dropdown menu with "-- Choose" selected. The "Student Name" field is highlighted in grey.

# Creating Parent Account -5

- After you enter the information for all your students, scroll down and click on the button **Enter**

The screenshot shows a web browser window with the URL [https://alca.powerschool.com/public/create\\_multi\\_student\\_account.html?](https://alca.powerschool.com/public/create_multi_student_account.html?). The form contains the following fields:

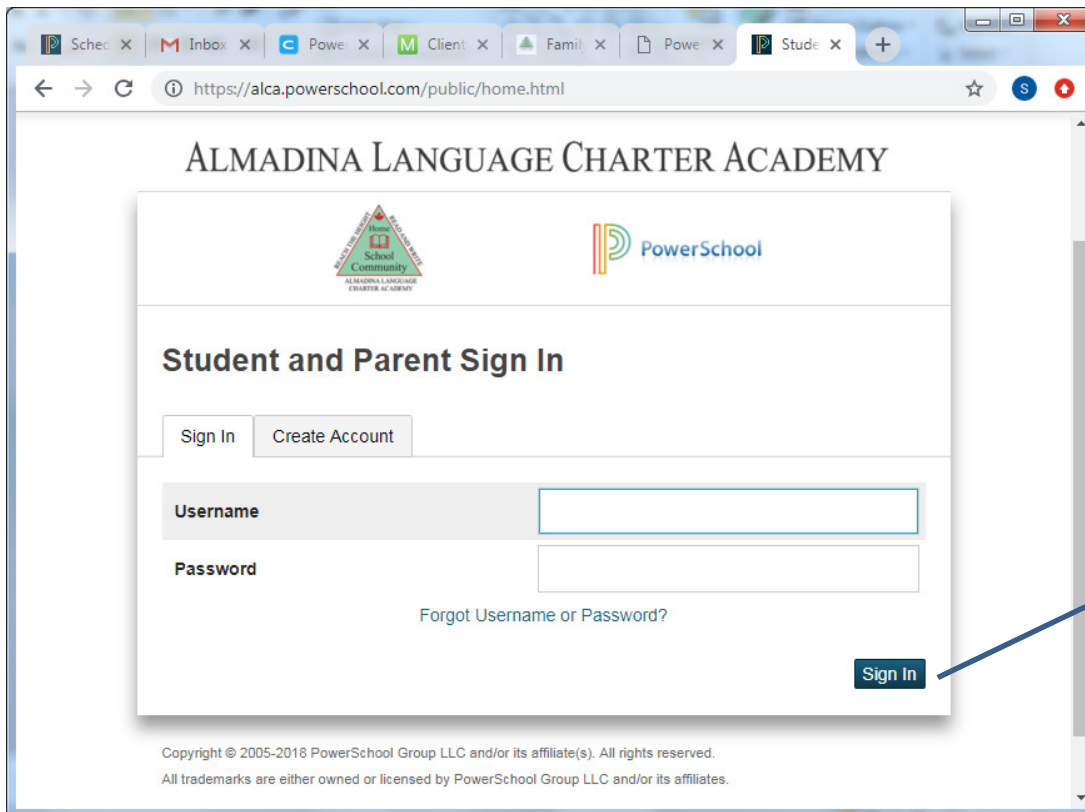
- Access Password
- Relationship: -- Choose
- 7
- Student Name
- Access ID
- Access Password
- Relationship: -- Choose

An **Enter** button is located at the bottom right of the form, highlighted with a blue box and a callout line.

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# Creating Parent Account -6

- Your account has been created and linked. Now you can go back to the first screen <https://alca.powerschool.com/public/home.html>
- Type in your Username and Password then click **Sign In**



The screenshot shows a web browser window with the URL <https://alca.powerschool.com/public/home.html>. The page header displays "ALMADINA LANGUAGE CHARTER ACADEMY" and the PowerSchool logo. Below the header is a "Student and Parent Sign In" section. It features two tabs: "Sign In" (selected) and "Create Account". There are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A blue callout box highlights the "Sign In" button at the bottom right of the sign-in form. At the bottom of the page, there is a copyright notice: "Copyright © 2005-2018 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates."

# Recovering Access to Parent Account

- If later on, you forget your Username or Password, click on the link:

Forgot Username or Password

The screenshot shows a web browser window with the URL <https://alca.powerschool.com/public/home.html>. The page header includes the school name "ALMADINA LANGUAGE CHARTER ACADEMY" and logos for "Almadina Language Charter Academy" and "PowerSchool". The main content area is titled "Student and Parent Sign In" and contains two buttons: "Sign In" and "Create Account". Below these are two input fields: "Username" and "Password". A link labeled "Forgot Username or Password?" is positioned below the password field. A "Sign In" button is located at the bottom right of the sign-in form. The footer contains copyright information: "Copyright © 2005-2018 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates."

- Follow instructions.
- An email will be sent to you to help you recover access to your account