

# Creating your Single Sign-On Account for the PowerSchool Parent Portal

1. Go to the Lakeview Community Schools Parent Login page:  
<http://powerschool.lakeview.esu7.org/public/>
2. Click on Create Account as shown below (You do not need to type anything into the Username and Password boxes):

**Create Parent Account**

First Name: Parent First Name  
 Last Name: Parent Last Name  
 Email: Parent Email  
 Desired Username: Parent Username  
 Password: [masked] Weak  
 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. Student 1 Name	Parent Access ID	[masked]	Mother
2. Student 2 Name	Parent Access ID	[masked]	Mother
3. Student 3 Name	Parent Access ID	[masked]	Mother
4.			Choose
5.			Choose
6.			Choose
7.			Choose

Enter

**Parent Sign In**

Username: [input]  
 Password: [input]  
 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

4. A window will appear for you to create your new account. You will need to fill in the top portion of the window with your name, e-mail address, and the User Name and Password you would like to create.

On the bottom portion of the screen, you will need to enter the name of your student(s) with the **Parent Access ID and Parent Access Password** given to you in the letter sent home informing you of the new Single Sign-On Parent Access. You will also need to fill in your relationship to the student from the drop down menu. Click the “Enter” button when you have completed entering all your Kindergarten – 12th grade students.

5. Once you have created your new account, you will now see your student(s) listed just under the PowerSchool logo in the Parent Portal as seen here:



To view your individual student’s information, just click on their name tab.

**Navigation**

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars
- Account Preferences

6. You can view your account information and add additional students to your account at any time by clicking on the Account Preferences icon on the top toolbar as indicated below. To add another student, after clicking on the Account Preferences Button, Click on the Student Tab, then click on the +ADD sign.

8. In the event you have forgotten your User Name or Password for this new account, on the main PowerSchool Parent Portal log on screen you will see a link that states, “Having trouble logging in?” as indicated here:

9. On the Recover Account Login Information screen, you will be able to select one of two tab options. The first tab should be used if you forgot you Password and the second tab should be used if you forgot your User Name and Password as indicated below:

**Parent Sign In**

Username: [input]  
 Password: [input]  
 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

**PowerSchool**

Tab for help if you don't know your password. Tab for help if you don't know your User Name.

**Recover Account Login Information**  
 To recover your account login information, provide the information below.

Forgot Password? | **Forgot User Name?**

User Name: [input]  
 Email Address: [input]  
 Enter

If you are experiencing login issues or have questions or comments about PowerSchool, please contact your school directly. For security reasons, Pearson employees are unable to assist with login, password, or other accessibility issues related to this school's PowerSchool systems. Thank you in advance for your understanding.

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