Tri-County School Corporation

Parent Portal: *Single Sign-On* Account Creation

Please read this important information so you can access your child's PowerSchool information. Parents now have the ability to create an account to access all of their children's information for a **SINGLE LOGIN**. Parents will be required to create their own username and password so that they can access their child's information.

Parents should go to: https://ps.trico.k12.in.us/public/

If you had an account last year you may login using the credentials you used before.

If you did not, proceed below.

1. **Click the "Create Account" button** (All parents must create a new account)
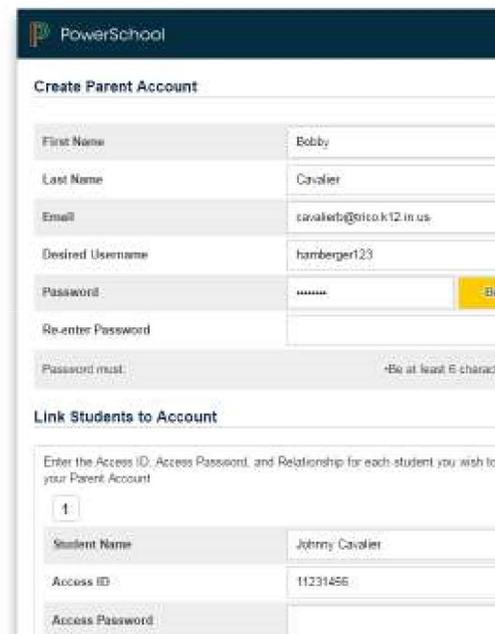
This is a brand new username and password that you are creating for your family.

<u>Do not use</u> the student's Access ID and Access password here. You'll use that information to link student's accounts. Please make note of this new username and password that you create. This is how you will login to PowerSchool after the account is set up.

2. **Complete the appropriate information.** The screen below will appear:

Enter your email address. Please note: The email address **MUST** be unique. If Parents/Guardians share the same email address, only one parent access account should be created.

- **Username** must be lower case and contain no apostrophes

- **Password** must be a minimum of eight characters in length, lower case letters, and have no apostrophes.

This is the screen where you will set up access to ALL of your children.

- Enter the name of each student you want to link.

- Then, enter the Access ID and Access Password you were given on your letter from each child's school. This is **NOT** the student's ID number or the user name you just created. Again, please enter the Access ID and Access password, in lower case letters, and select your relationship to each of your children (ex. Father).

Please refer to the Parent Portal letter for Access ID and Access Password information for each child. If you have questions regarding your child's Access ID and Access Password, please contact your building's secretary for more information.

Note: Should you enter something incorrectly, when you hit Enter, the edit checks will catch the error; but unfortunately, also blank out many of the fields you have entered. If this occurs, you will need to re-enter the information in its entirety before the record is created.

3. **Click "Enter" when you have completed the linking of all of your children.**

4. **You will then receive this message with a Congratulations! Your new Parent Account has been created. Enter Your username and Password to start using your new account:**

> Your new username and password are valid and can be used to access the parent portal from this point forward!

If Parent/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at any time.

After successfully logging in, you will see a series of tabs under the PowerSchool logo, listing the children that are now linked for your family.

What if you forget your login information after settng up the account?

On the login page, click the 'Having trouble signing in?' link.

If you forgot your password:

· Fill in your Username and Email Address

· Hit Enter

The system will authenticate your information and send you a security token

with instructions on how to reset your password to the email address listed.

It is important to note that the security token sent is only good for 30 minutes. If you fail to reset the password in that allotted time, you will need to repeat this process.

If you forget your username:

· Click on the 'Forgot User Name?' tab

· Enter your email address

· Hit Enter

The system will authenticate your information and send you an email

listing your username.