



# Torrance Unified School District PowerSchool Parent Account Creation Guide

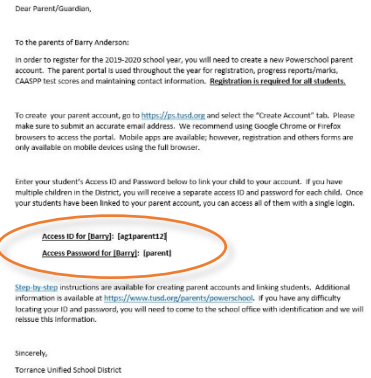


## Get Started

PowerSchool is the District's web-based tool providing real-time insights on student progress reports/marks, schedules, standardized test scores, and attendance.

Before you can access your student information, you must create a new parent account. You need to have at least one student Access ID and Password to create an account. You will receive this information in your email. If you do not have this information, contact your school.

Sample email you should receive indicating student Access ID and Access Password

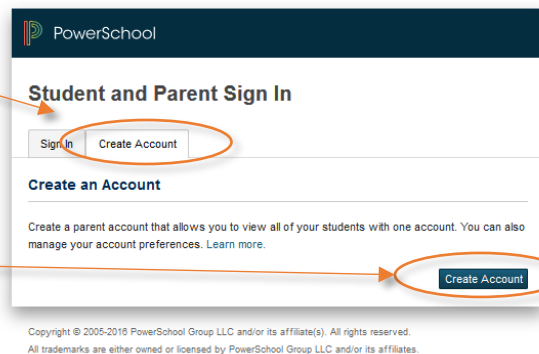


## Set-up your account (Each parent/guardian may create their own account)

Step 1: Open your Web browser to <https://ps.tusd.org>

Step 2: On the Sign In screen, choose the "Create Account" tab and click on "Create Account" at the bottom of the Create an Account window.

Click "Create Account"



Verify by clicking on "Create Account"

Step 3: Complete information requested.

### Parent Account Details

Enter YOUR Last Name, YOUR First Name, YOUR e-mail address, your preferred username and password.

Your new password should contain:

- At least 8 characters
- At least 1 uppercase and 1 lowercase letter
- At least 1 letter and 1 number
- At least one special character e.g. ' ~ ! @ # \$ % ^ & \* ( ) \_ + -

E-mail address must be unique. Multiple parents cannot share the same e-mail address

Username must be unique

Verification password must match the new password above

### Step 3: Complete information requested (Continued)

#### Link Students to Account

**Student Name** - Enter the first and last name of the student you want to add to your account.

**Access ID and Password** - Enter the unique Access ID and Password that you receive in the mail. **Contact your school if you do not have this information.**

**Relationship** – Choose how you are related to the student.

Access ID and Access Password are case-sensitive

Click on the Relationship drop-down arrow to choose your relationship to the student

### Step 4: After completing all information, click “Enter” at the bottom of the page.

Upon completion of information requested, click “Enter” to submit.

Note: If you get an error message, please verify information entered and re-submit.

### Step 5: Sign-in to test your new account at <https://ps.tusd.org>. Your screen should look similar to the image below:

**Account Preferences** – allows you to change 1) your username, 2) your password or 3) the e-mail address associated with your PowerSchool account. **NOTE: the email present here is only used for PowerSchool alerts & notifications.**

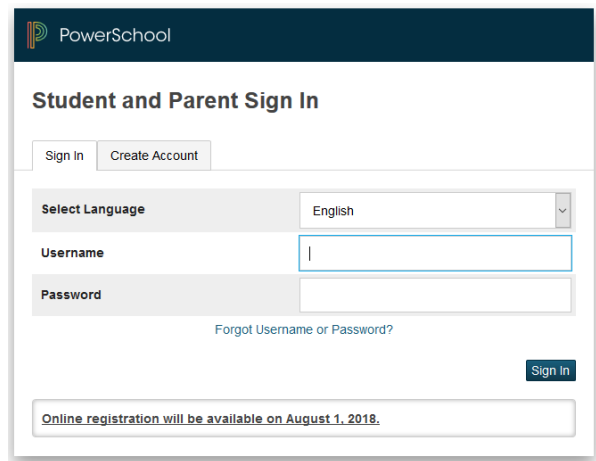
You may also **add additional students** to your account from here.



PowerSchool Mobile App is available for iOS and Android devices. Use District code: **TCXN**

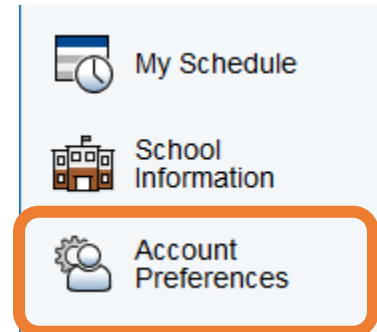
## Linking Additional Students

- Login to the parent portal at <https://ps.tusd.org>:



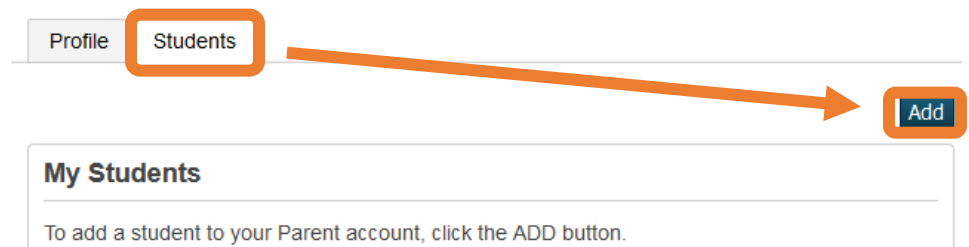
The image shows the PowerSchool login page. At the top, it says "PowerSchool". Below that is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Underneath, there is a "Select Language" dropdown menu set to "English". Below that are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right. At the very bottom, a message states "Online registration will be available on August 1, 2018."

- From the left-side menu, select **Account Preferences**:



- Select the **Students** Tab, then click **Add**:

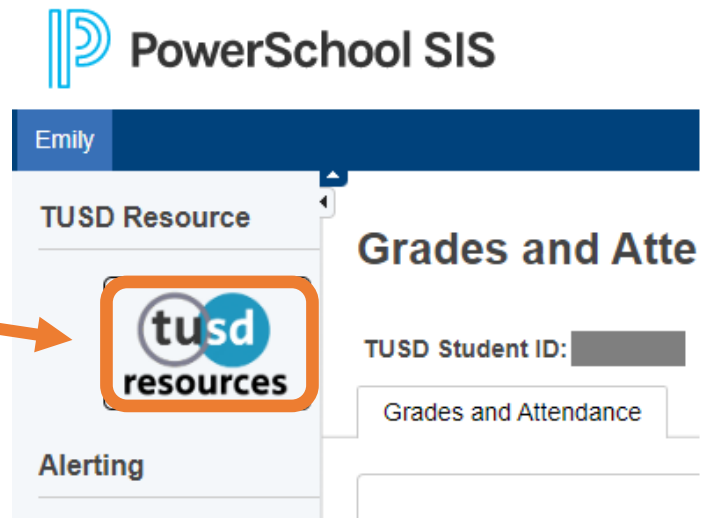
## Account Preferences - Students



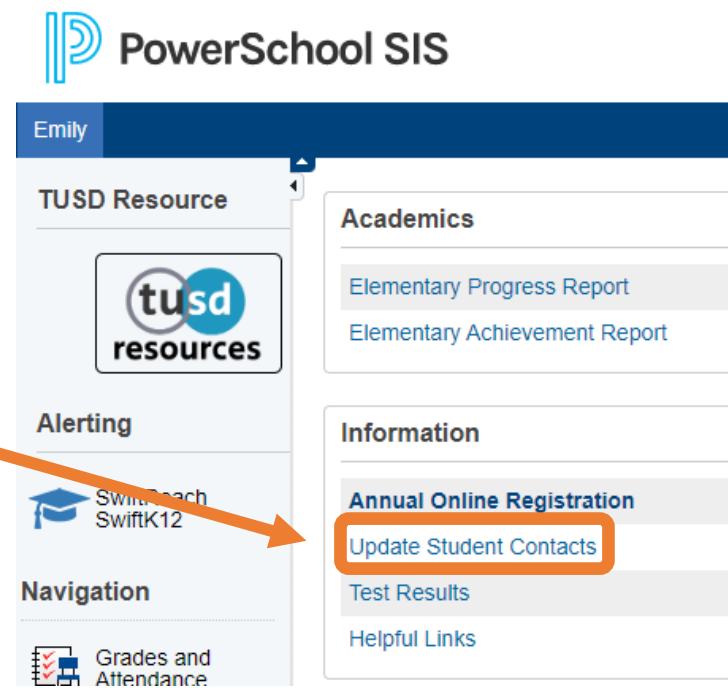
- *Continued on the next page...*

## UPDATE STUDENT CONTACTS

- From the upper left-side menu, click on the **TUSD Resources** icon.



- Click on **Update Student Contacts**



*Continued on the next page...*

- Fill out all the required fields/dropdown selections, which are also indicated by \*.

Student Contacts: [REDACTED]

**Student Contacts**

You may add up to **8 contact persons**. Please always use Contact 1 as the primary guardian. We strongly suggest you provide at least one out of state contact. In the event of an emergency, we'll contact your parent/guardian contacts first. If we cannot reach the parent/guardian contacts, the Emergency Contacts will be contacted based on the priority selected. **If you need to update student address, please visit the Family Welcome and Enrollment Center office**

**Primary Guardian / Contact 1**

Lives with student (copy address)

Contact Priority\*  Note: Priority number should be unique from other contacts.

Last Name\*  First Name\*  Relationship\*  Contact Type\*

Street  City  State  Zip

Email  Email Opt Out  Yes  No Employer  Occupation

**Contact 1 Phones**

	Phone Number	Extension Number	Phone Type	Phone Opt Out
Phone 1*	<input type="text" value="  -XXX-XXX-XXXX"/> *	<input type="text"/>	<input type="text" value="  "/> *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Phone 2	<input type="text" value="XXX-XXX-XXXX"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Phone 3	<input type="text" value="XXX-XXX-XXXX"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Phone 4	<input type="text" value="XXX-XXX-XXXX"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No

**Primary Guardian / Contact 2**

- When you have finished entering the family contact information for your child, scroll to the bottom of the page.

Click the **Submit** button to send the changes/updates to the school.

**Family, Release or Emergency Contact 8**

Delete/Clear All Contact 8 Information

Contact Priority  Note: Priority number should be unique from other contacts.

Last Name  First Name  Relationship  Contact Type

Street  City  State  Zip

Email  Email Opt Out  Yes  No Employer  Occupation

**Contact 8 Phones**

	Phone Number	Extension Number	Phone Type	Phone Opt Out
Phone 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Phone 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Phone 3	<input type="text" value="XXX-XXX-XXXX"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Phone 4	<input type="text" value="XXX-XXX-XXXX"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No

Click "Save & Continue" button to send changes/updates to your school.

Submit