

# Quick Reference Guide to Creating an Account for PowerSchool Parent Portal

**What is PowerSchool Parent Portal?** PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins and even personal messages from the teacher.

\*\*\*\*\* **Do you have an Access ID and Access Password for each child?** \*\*\*\*\*

## No – STOP

Please visit [pa.gcsnc.com](http://pa.gcsnc.com) (do not enter **www** in front of the address) and register to receive the Access ID and Access Password for each child you have enrolled in a Guilford County School. You may also visit the data manager at your child's school in order to obtain this information. The Data manager will require valid photo ID.

## Yes

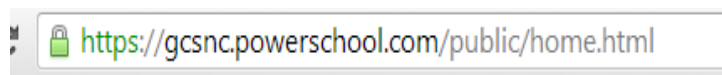
Review the following instructions on how to create an account for PowerSchool Parent Portal.

An Access ID/Access Password is assigned for each student in the Guilford County School System. Therefore you will need the Access ID/Access Password for each child.

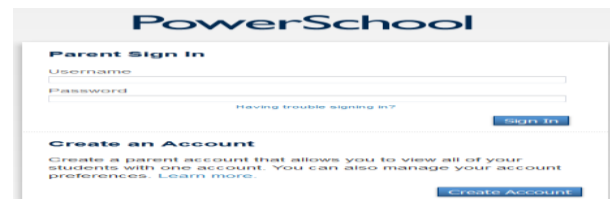
\*\*\*\*\* **Must 1st Create a PowerSchool Parent Portal Account** \*\*\*\*\*

**How to Create a PowerSchool Parent Account – Step 1-6 is a one-time process.**  
*Once created, you will not need to create an account again*

**Step 1:** Open your web browser to the GCS PowerSchool URL; [gcsnc.powerschool.com/public](http://gcsnc.powerschool.com/public) (do not enter **www** before the address).



**Step 2:** The Parent Sign-In Page appears. Click **Create Account**



**Step 3:** Enter information in the correct fields on this form.

This is the area where you will create your username and password.

**Step 4:** Enter the **Student's Last and First Name** (last name, first name) **Access ID & Access Password** (must manually enter, cannot copy and paste) and enter your Relationship to your child.

- Repeat Step 4 in order to add your remaining children who attend a Guilford County school to your PowerSchool Parent account. A total of 8 children can be added.
- If you receive an error message, you will need to make any corrections it suggests and fill in the passwords again. Remember, the Access ID and Access Password **is** case sensitive.

**Step 5:** Once all children have been added click **Enter** (near bottom of the screen).

**Step 6:** After successfully creating your account, you will be directed to the **Parent Sign-In** screen. From here on out you will only need to enter your username and password when accessing [gcsnc.powerschool.com/public](http://gcsnc.powerschool.com/public) (do not enter **www** before the address).

Enter the Username and Password you created, click **Sign In**