

Welcome to Waterford's PowerSchool Parent Portal and the NEW Single Sign-On Feature

Waterford's Parent Portal interface 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.

The powerful communication tools *keep everyone connected:*

- **Students** stay on top of assignments
- **Parents** are able to participate more fully in their student's progress
- **Teachers** are able to provide communication between school & home
-

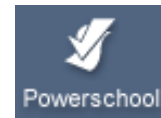
The new **Single Sign-On** feature allows Parents & Guardians to *create their own individual Access Account, maintain Account Information, link Any and All Students to their account and set email preferences.*

Following are instructions for Creating An Account, Linking your Students, Setting your Preferences and Navigating the Parent Portal.

The New Public Portal Logon Screen

Internet address: wpsportal.org

From www.waterfordschools.org, click on the PowerSchool Icon available on all pages below the Channel Bar



***PARENTS MUST CREATE AN ACCOUNT and LINK STUDENTS PRIOR TO LOGGING IN**

PowerSchool

Waterford Public Schools
15 Rope Ferry Road
Waterford, CT 06385

**Please reference documentation on CREATING an Account and Linking Students before logging into the Portal. Click [here](#) for documentation.*

Login

User Name

Password

[Having trouble logging in?](#)

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)

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Your school/s will issue an Access ID and Password (for student/s whom you have legal and parental rights to) for each student you wish to associate to your Parent/Guardian Account.

Creating an Account

Open an Internet Browser and type: <https://wpsportal.org> in the address field.

The New Public Portal Login Screen appears

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Click on **Create an Account**

Login

User Name

Password

[Having trouble logging in?](#)

Click the **Create Account** button

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)

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The **Create Parent/Guardian Account** page opens.
 Fill in **ALL** fields with appropriate information.
 Enter **YOUR** First Name, **YOUR** Last Name, **YOUR** unique Email address, **YOUR** desired User Name, **YOUR** desired Password (must be unique and a minimum of 6 characters)



Create Parent/Guardian Account

First Name	<input type="text" value="Mommy"/>
Last Name	<input type="text" value="Test"/>
Email	<input type="text" value="mommy@yahoo.com"/>
Desired User Name	<input type="text" value="mommy"/>
Password	<input type="password" value="••••••"/> Better
Re-enter Password	<input type="password" value="••••••"/>

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

Student Name	Access ID	Access Password	Relationship
<input type="text" value="1. Test, Nancy"/>	<input type="text" value="testn"/>	<input type="password" value="•••••"/>	<input type="text" value="Mother, natural/adoptive"/> ▼
<input type="text" value="2. Test, 2child"/>	<input type="text" value="test2"/>	<input type="password" value="•••••"/>	<input type="text" value="Mother, natural/adoptive"/> ▼
<input "="" type="text" value="3. "/>	<input type="text" value=""/>	<input type="password" value=""/>	<input type="text" value="-- Choose"/> ▼
<input "="" type="text" value="4. "/>	<input type="text" value=""/>	<input type="password" value=""/>	<input type="text" value="-- Choose"/> ▼
<input "="" type="text" value="5. "/>	<input type="text" value=""/>	<input type="password" value=""/>	<input type="text" value="-- Choose"/> ▼
<input "="" type="text" value="6. "/>	<input type="text" value=""/>	<input type="password" value=""/>	<input type="text" value="-- Choose"/> ▼
<input "="" type="text" value="7. "/>	<input type="text" value=""/>	<input type="password" value=""/>	<input type="text" value="-- Choose"/> ▼

In the **Link Students to Account** section, fill in all information accordingly for each of 'your students'.
 Include **Student's Name/s**, **Access ID (as supplied by your school/s)**, **Access Password (as supplied by your school/s)** and **select your Relationship with the student/s**.
 Click the **enter** button.

If there is an error in the input of information on the **Create Parent/Guardian Account** page, an error page will display, prompting for corrections.

If all the data was entered correctly, a resulting Congratulations! message appears with the login screen. You may proceed to Login, using the User Name & Password you entered on the **Create Parent/Guardian Account** page.

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Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

Login

User Name
mommy

Password
●●●●●●●●

[Having trouble logging in?](#)

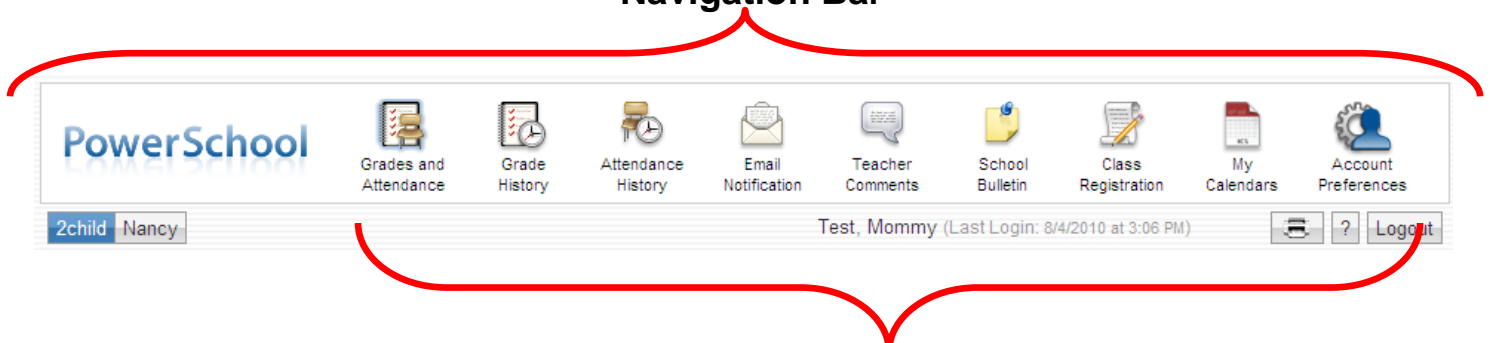
Submit

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Click the Submit button.

The Main Menu & Navigation Bar – Navigating Public Portal

Navigation Bar



Main Menu

Navigation Bar

PowerSchool Click to return to start page

Main Menu – Contains links to Portal functions. See next page for more information.

2child Nancy

The first names of the students associated to your parent/guardian account. Click the name of the student for whom you want to view information.

Test, Mommy (Last Login: 8/3/2010 at 4:02 PM)

The first & last name of the person logged in along with the last login date and time.



Click to print a printer-friendly version of the page you are viewing.



Click to view page-specific online help.

Logout

Click to log out of Parent Portal.

Main Menu



Grades and
Attendance

Grades and Attendance – Click to view the student's Grades & Attendance for the current term.



Grade
History

Grade History – Click to view student's grades for the previous term.



Attendance
History

Attendance History – click to view Attendance History for the current term.



Email
Notification

Email Notification – Click here to set the e-mail notifications you can receive on a regular basis.



Teacher
Comments

Teacher Comments – Click to view any teacher comments.



School
Bulletin

School Bulletin – Click to view the current school bulletin.



Class
Registration

Class Registration – click to register for classes and view course requests.



My
Calendars

My Calendars – Click to subscribe to specific homework and event calendars.



Account
Preferences

Account Preferences – Click to manage your Parent Portal account, change password, update login & email info.