PowerSchool Parent Instructions

Getting Started

PowerSchool is a great communication tool to keep parents linked to student grades and attendance as well as school information.

You should have already created your PowerSchool Account through our online registration process this year. If you need to reset your password, please use the reset password link on the sign in page.

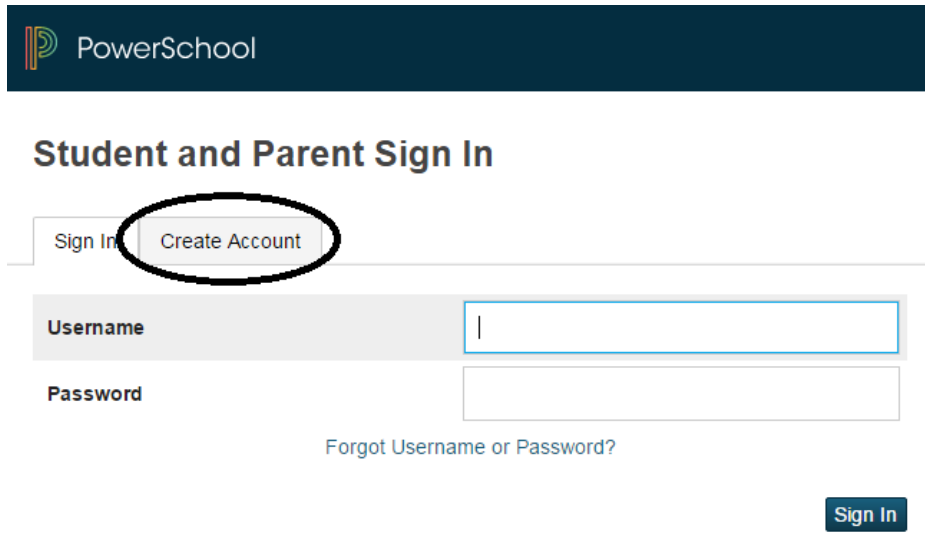If you have not created your Powerschool Account yet, you will your student's **ACCESS ID and ACCESS PASSWORD**.

IF you do not have the ACCESS ID and ACCESS PASSWORD, please contact:

Addison Trail High School   : 630-628-3300
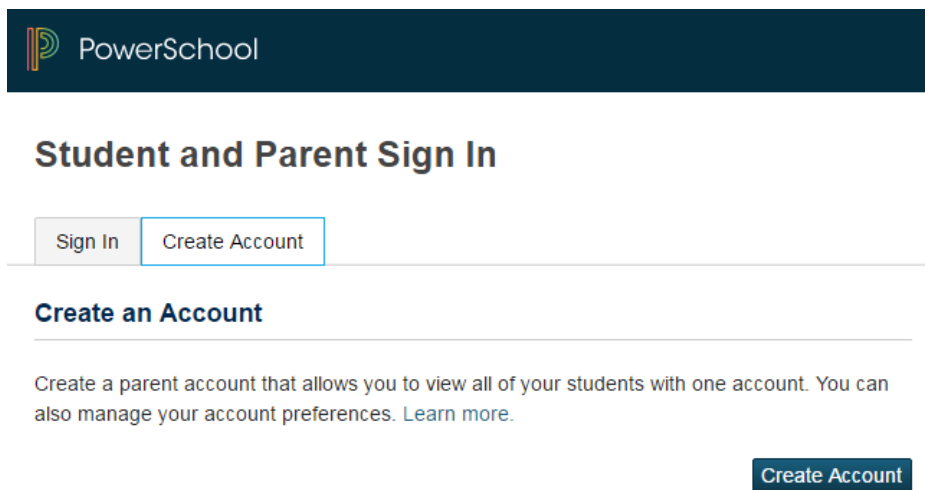**Willowbrook High School**   : 630-530-3400

Creating your Account

From your internet browser, go to PowerSchool: https://www.dupage88.net/ps

Click on the "Create Account" Tab

Click on the "Create Account" button

Create Parent Account

Parent Account Details

First Name	
Last Name	
Email	
Desired Username	
Password	
Re-enter Password	
Password must:	•Be at least 5 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

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Student Name	
Access ID	
Access Password	
Relationship	-- Choose

You will need to enter the following information:

Name – Parent/Guardian first and last name
Email – Student notifications and correspondence related to your parent/guardian account will be sent to this email.
Desired Username – Your username is your unique PowerSchool identity. *Do not use spaces or special characters*
Password – Your password must be at least 5 characters long.
Student Access Information – Information for a minimum of one student. This includes the ***Access ID and Access Password*** for each student and your relationship to the student. ***The Access ID is case sensitive.*** After you have created the account and added your child(ren), click Enter.

You will then be directed back to a login screen, where you will use your new login and password that you just created.

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Schedule
- School Information
- Account Preferences
- 2021-2022 Registration

After logging in, you will see the main screen.

Across the top, you will see a tab for your child(ren).

On the left navigation bar, there are links to several screens providing information about current class schedules, grades, attendance, email notification and the school bulletin.

Clicking on the *Account Preferences* tab in the left navigation bar brings you to an Account Preferences - Profile screen. Here you can change your email, username or password.

Selecting the *Students tab* from the Account Preferences screen takes you to a screen where you can add additional children to your account. You will need to know the ***Access ID and Access Password*** for each student.
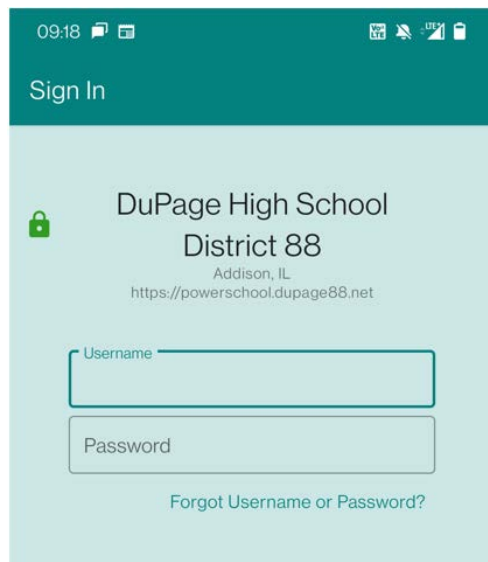
PowerSchool Mobile App

Compatible with iOS (App Store) and Android devices (Google Play), this mobile app offers many of the same features as the PowerSchool Parent Portal.

Please create your PowerSchool Parent account first before accessing the Mobile App

Enter D88 School Code - **WGSW**

Enter your PowerSchool Parent Username and Password to log in.