

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 or need to add a new student to your existing account, you will need 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

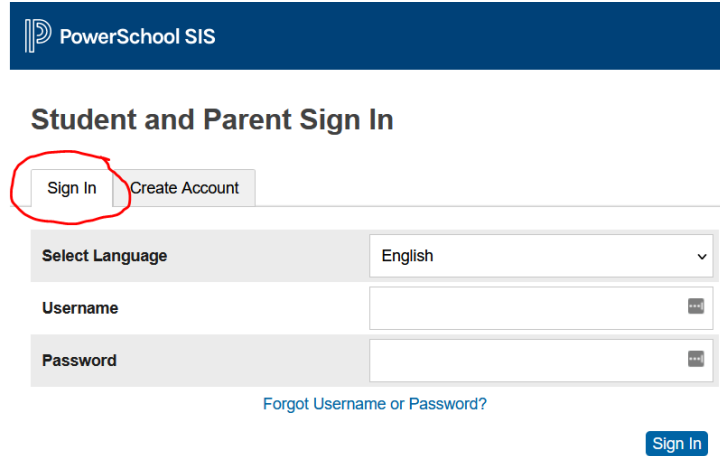
Willowbrook High School : 630-530-3400

This document provides instructions on:

- Adding a New Student to an existing PowerSchool Account
- Creating your PowerSchool Account (Families New to District 88)
- Navigating PowerSchool
- PowerSchool Mobile App

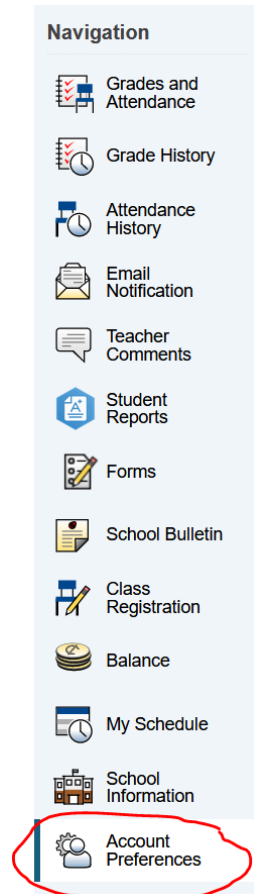
Adding a New Student to an existing PowerSchool Account

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



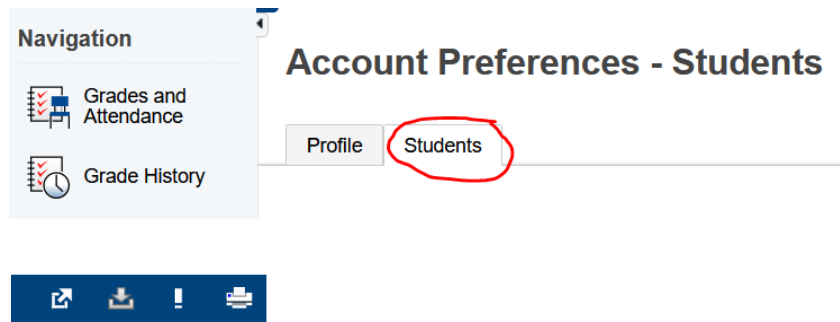
The image shows the PowerSchool SIS login page. At the top left is the PowerSchool SIS logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" (circled in red) and "Create Account". Below these are three input fields: "Select Language" (set to English), "Username", and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right of the form area.

Log into your existing PowerSchool Account.



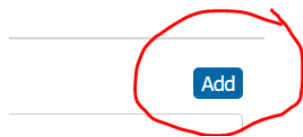
The image shows a vertical navigation bar with the following items: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, Student Reports, Forms, School Bulletin, Class Registration, Balance, My Schedule, School Information, and Account Preferences. The "Account Preferences" item at the bottom is circled in red.

In the lower right of the Navigation bar, click on "Account Preferences"



In Account Preferences – Click on the “Students” tab

Click on the “Add” button in the upper right of the page



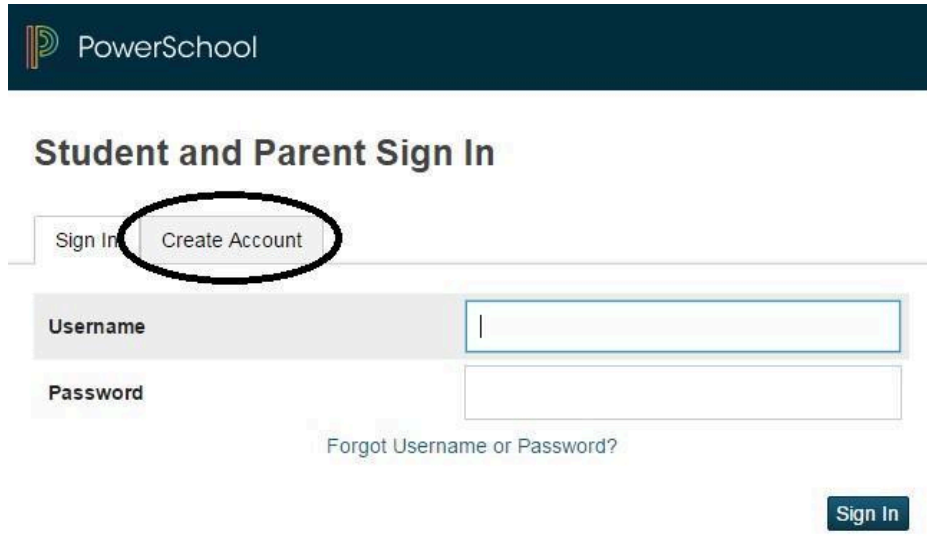
In the pop-up screen, enter the student name, Access ID, and Access Password.

Click OK.

If an error occurs, please contact your school’s phone number for support.

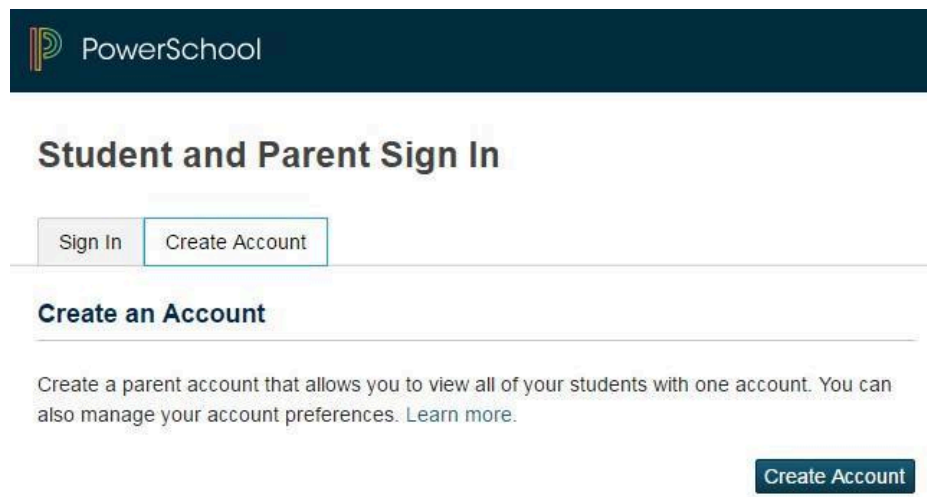
Creating your PowerSchool Account (Families New to District 88)

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




The screenshot shows the PowerSchool login page. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". The "Create Account" tab is circled in black. Below the tabs are two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot Username or Password?". At the bottom right is a "Sign In" button.

Click on the "Create Account" Tab



The screenshot shows the PowerSchool "Create an Account" page. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". The "Create Account" tab is highlighted with a light blue border. Below the tabs is the heading "Create an Account". Below this heading is a paragraph of text: "Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more." At the bottom right is a "Create Account" button.



Create Parent Account

Parent Account Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>
Password must: •Be at least 6 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

1	
Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	<input type="text" value="- Choose"/>

Click on the "Create Account" button

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.

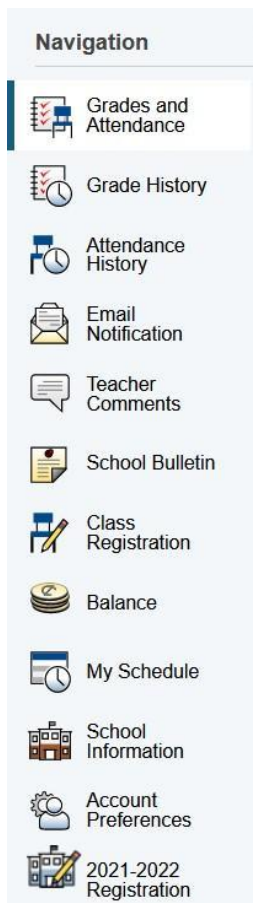
Desired Username – Your username is your unique PowerSchool identity. *Do not use spaces or special characters*

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.

Navigating PowerSchool



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.

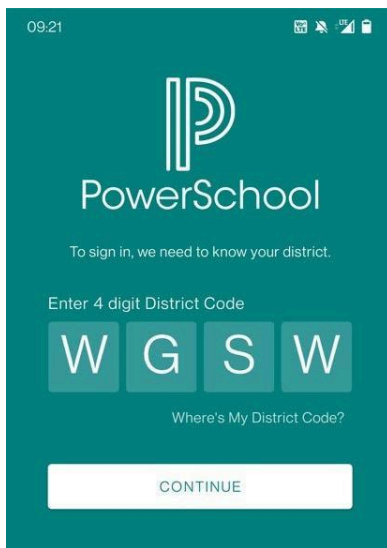
Clicking on the **Account Preferences** tab in the left navigation bar brings you to an Account Preferences - Profile screen. Here you can change your email, username or password.

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.

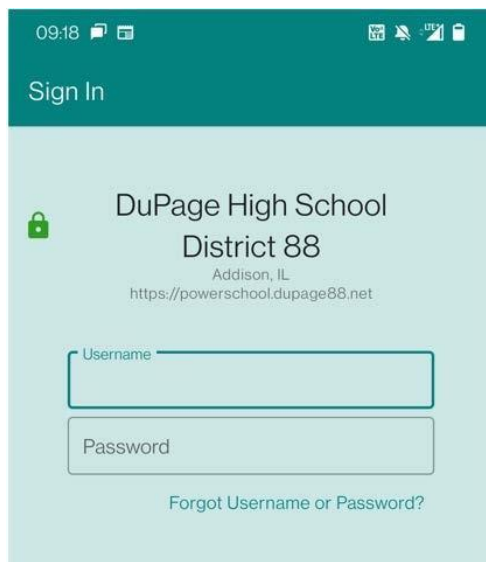
PowerSchool Mobile App

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.