Start Here!

PowerSchool Parent Portal Instructions for Setting Up your Account

1. Launch a web browser (Internet Explorer, Safari or FireFox) and key this into the address bar:

<div align="center">

https://ashlandgreenwood.nebps.org/public/home.html

</div>

2. When this screen appears you must click on the blue button **Create Account** for the first time before you Login with a User Name and Password.

Click on **Create Account**

3. When this screen appears, key in the following under
Create Parent/Guardian Account:

PowerSchool

Create Parent/Guardian Account

First Name	
Last Name	
Email	
Desired User Name	
Password	
Re-enter Password	

First Name: Your First Name
Last Name: Your Last Name
Email: The Email Address to which you wish to have Student Notifications and
Correspondence sent (only one account per email)
Desired User Name: The User Name you wish to use every time you log in
Do not use the character @ in your UserName.
Password: The Password you wish to use every time you log in
It must be at least 6 characters long.
Re-enter Password: Re-enter the Password you just keyed in.
Under **Link Students to Account**, enter the information found on the letter. On the first
line, key in the name (First AND last name) of your son or daughter followed by the **Access ID**
and **Access password.**
Password. Then, click on the dropdown under Relationship and choose your relationship
to your child. If you have other children, repeat this step on the next line(s) with the
information on the other letter(s).

Link Students to Account

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

	Student Name	Access ID	Access Password	Relationship
1.				-- Choose
2.				-- Choose
3.				-- Choose
4.				-- Choose
5.				-- Choose
6.				-- Choose
7.				-- Choose

Enter

When you have filled in this form click the blue button **enter.**

4. The Login screen will appear. Now you can key in the **User Name** and **Password**
you created in **step 3.**

If you get an error message you can try again or click on **Having trouble logging in?**

When that screen appears, you need to key in the **email address** you entered in step 3 and
the system will send you your username or security token to log back in and reset your
password within 30 minutes.

Contact Dana Allington at Ashland-Greenwood Schools at 402-944-2114 if you have trouble
setting up your account.

When you are finished viewing your child's information, it is important to remember to
click on the blue Logout button.