

## *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:

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

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.

A screenshot of the PowerSchool Parent Portal interface. It features two main sections: "Login" and "Create an Account". The "Login" section has two input fields for "User Name" and "Password", a "Submit" button, and a link for "Having trouble logging in?". The "Create an Account" section contains a paragraph of text explaining the account type and a "Create Account" button. An arrow points from the "Create Account" button in the screenshot to the text "Click on Create Account" located below the screenshot.

Click on **Create Account**

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



Create Parent/Guardian Account	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired User Name	<input type="text"/>
Password	<input type="password"/> <input type="button" value=""/>
Re-enter Password	<input type="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. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose	<input type="button" value="Enter"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose	
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose	
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose	
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose	
6. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose	
7. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose	

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**.

PowerSchool

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

**Login**

User Name

Password

Having trouble logging in?

Submit

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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.