



Welcome to the Coaldale Christian School PowerSchool Parent & Student Portal

PowerSchool Portal provides parents and students access to information such as attendance, assignment descriptions, due dates, and student progress. This information can assist parents in helping students achieve their learning goals.

This guide is a more visual set of instructions that supplements the parent letter that was sent home with one of your children, containing the Access ID and Access Password information required to view the grade and attendance information for your child (ren).

The PowerSchool Parent Portal uses a 'single sign-on' system, where a single parent account can be used to link to many separate student accounts. Additionally, both parents can create their own unique account, each linking to their children.

To successfully follow these instructions and set up a parent account you need to have the parent letter. If you did not receive your letter please contact the school office.

If you already have an account please just sign in with your username and password.

Let's Get Started

Open your internet browser and go to https://coaldalechristian.powerschool.com/public/home.html

Alternatively:

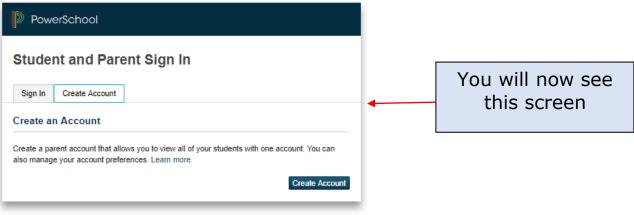
You can access the same portal through the CCS website (coaldalecs.com) by scrolling down to the PowerSchool Icon at the middle of the page and clicking on the link. From here you can access the Parent and Student Portal Login on the right hand side of this page.



Create a Parent Account:

When you get to the **Student and Parent Sign In** you will see this page.

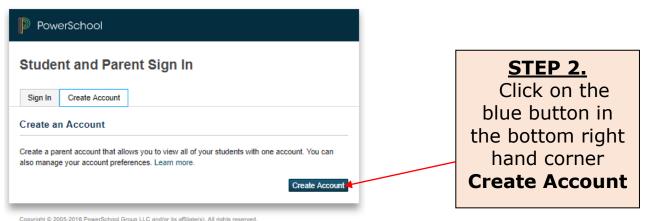




Copyright © 2005-2016 PowerSchool Group LLC and/or its affiliate(s). All rights reserved.

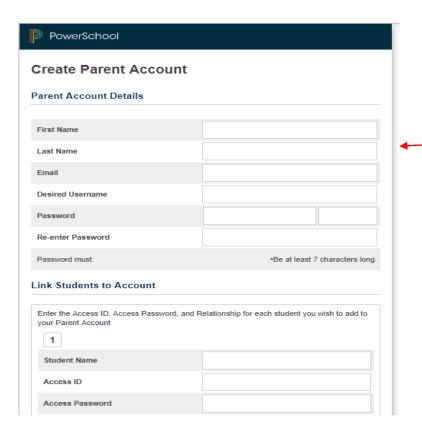
All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates

All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.

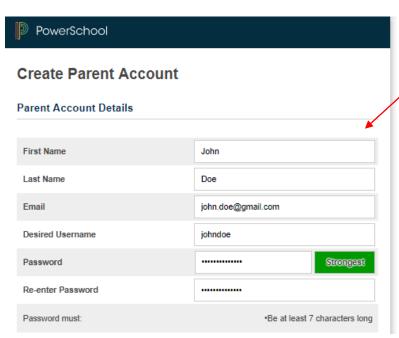


Copyright © 2005-2016 PowerSchool Group LLC and/or its affiliate(s). All rights reserved.

All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.



You will now see this screen Create Parent Account



STEP 3.

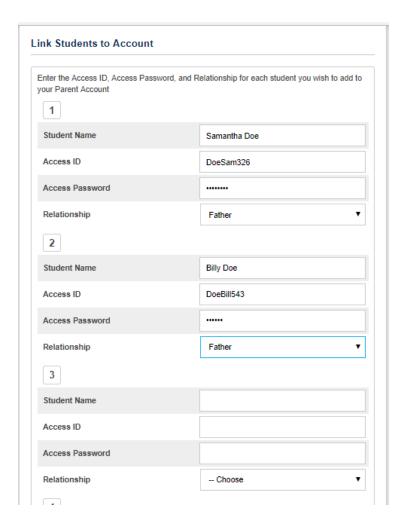
Fill in the required information under

Parent Account Details

You will need to select a username and password

Your password must be 7 characters long

DO Not USE your email address for the username



IMPORTANT NOTE:

Your Access ID and Password is located on the letter provided. It is the number located on the first page of your letter.

STEP 4.

Complete the

Link Students to
Account section

This is where you need the information contained in the parent letter

- a) Enter your child's name (First & Last).
- b) Enter <u>your Access ID</u> and <u>your Access</u>

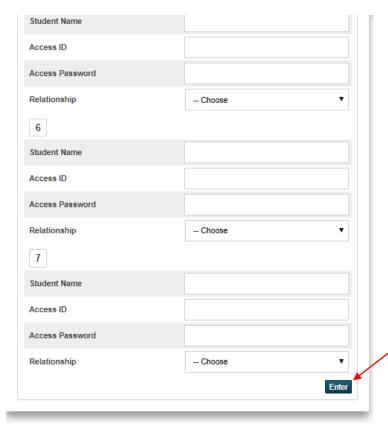
 <u>Password</u> as

 (indicated on the letter that you received from the office)
- c) Enter your relationship to your child.
- d) Repeat Steps A-C for each child you have – remember the Access ID and Password is different for each child.

IMPORTANT NOTE:

If you have more than one child:

Your Access Code and Password are <u>different for each</u>
child. Please take note of that to be successful in creating an account. <u>DO NOT</u> type your students Access ID and Password (located on the second page of the letter). The student ID and password is the code your child needs to log in to his/her account.

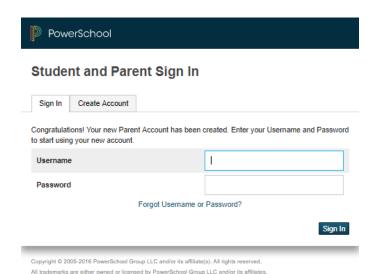


STEP 5.

When you have entered all your children scroll to the bottom and click **ENTER**

Copyright © 2005-2016 PowerSchool Group LLC and/or its affiliate(s). All rights reserved.

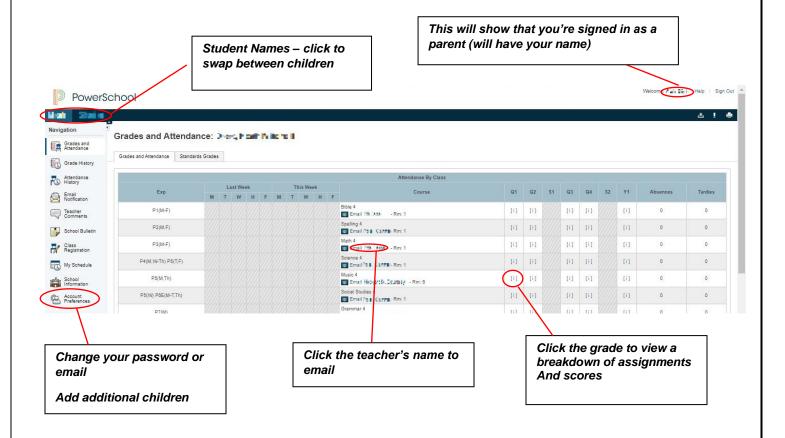
All traderarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates



When you click "Enter"
you will be sent back to
the log in screen where
you can enter your
newly created Username
and Password to access
your child's grades and
other information.

Your account is now setup and ready to use.

Once you have successfully signed in your account will look something like this:



For information on how to navigate through the Parent Portal please access the document **PowerSchool Parent Portal Interface Guide** found on our PowerSchool page of our website.

Quit PowerSchool Parent Portal:

When finished working in PowerSchool Parent Portal, it is important to log out of the application. You can log out of PowerSchool Parent Portal from any page in the application. This will keep your student's information private.

To log out, click in the upper right corner of the screen. **Note:** If you are not actively working in PowerSchool Parent Portal, your session may time out. If so, you will need to log in again.

Questions or Concerns:

If you have any questions about the setup of your account, send an email to powerschool@coaldalecs.com or contact the school via phone. You can also use this email to provide feedback on the portal and the information that it provides.

Questions relating to specific class or school information should be directed to the respective teacher or school.