This document is for new parents to the Smithtown Central School District and it walks you through the process of how to create a new or add children to an existing Parent Portal account.

2. If you already have an existing Parent account from another child in the family, please skip to Step 13. If not, click the Create Account tab. Please then click the Create Account button.
3. Enter your first name, last name, and email address.
4. Enter your desired username. It must be unique. If the name you choose already exists you will be prompted to enter a different one after you press the Enter button. *Please note: Do not use a space, &, or _ in your username as this may cause issues with some Parent Portal Features.
5. Enter your desired password. Passwords must be at least 8 characters long.
6. Re-enter your password.
7. Enter your child’s first and last name.
8. Enter the Access ID and Access Password listed on the letter you received for your child (this information is unique for each child).
9. Enter your relationship to the child (Mother, Father, etc...).
10. Repeat steps 7-9 for all of your children.
11. When all student information has been completed, scroll to the bottom of the page and click the Enter button.
12. Once successful, you will be directed to the login screen where you may log in to the Parent Portal with your newly created account. If you receive an error message (i.e., forgot to fill in a field, your username or email address are not unique, etc.), you must correct the error(s) AND re-enter the Access Password(s) for all students listed. You may then press the enter button again. Continue correcting errors until you see the login screen after pressing the Enter button.
13. If you already have a Parent Account and need to add another student, you will have to login to your existing Parent account and select Account Preferences, select the tab for Students, and select the Add button. Use the Access ID and Access Password to add another child.

Once you log into the PowerSchool website, you may sign up for alerts to be emailed directly to you. These alerts will be triggered by attendance/grades based upon the selections you make using the Email Notification link. You may change your alert status at any time. You may also change your email address or password by clicking on Account Settings. At the beginning of the school year, we please ask that you update the emergency contact information on file for your child.

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