

Levittown Public Schools Tutorial PowerSchool Parent Portal – Create an Account


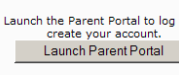
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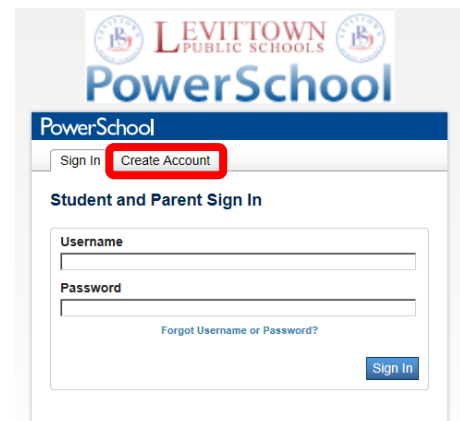
To use the PowerSchool Parent Portal, you need to create a parent account.

Before You Begin, you will need:

- 1) A letter from the school district for at least one student, which contains the Access ID and Access Password that identifies that student. If you don't have the letter, please call or visit your child's school.
- 2) An email address which will be used if you forget your user name or password.
- 3) A computer with a connection to the internet.

Getting Started:

- 1) Launch an Internet Browser. (ex. Explorer)
- 2) Go to: www.levittownschoools.com
- 3) On the home page, in the left margin, click on: 
- 4) On the Parent Portal page, top/right of page, click on: 
- 5) On the Student and Parent Sign In page, click the **Create Account** Tab.
- 6) Click **Create Account**.



7) Enter parent information, which you provide, into the top of the form.

Create Parent Account

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Progress: Better

Password must:
•Be at least 1 characters long

Parent's first and last name, email address, desired username, and password

Desired User Name:
NO Spaces
NO Special Characters (&, @, etc.)

Password- Case Sensitive

Don't forget to write these down in a secure place!

8) Enter student's information into the bottom of the form.

- a) Type in the **Student's First Name or Nickname**.
- b) Type the **Access ID (exactly as it appears (all UPPER CASE letters) on letter that was sent by the district)**.
- c) **Access Password (exactly as it appears (all numbers) on letter that was sent by the district)**.
- d) The **Relationship** column contains a drop down list. Select any relationship that seems appropriate.

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

Access ID

Access Password

Your Relationship to Student

Click here to select relationship.

2

Student Name

Access ID

Access Password

Your Relationship to Student

Use the Access Id and Access Password provided for each student in the District Letter mailed to your home.

3

Student Name

Access ID

Access Password

Your Relationship to Student

6) Click  at the bottom of the form when you are done.

If all information is entered correctly, a **Login** page opens indicating you have successfully created an account.

If there is a data entry problem, please review the messages at the top of the page, and be sure to re-type any fields that the system blanks out, such as the password fields.