

Simple Directions for Creating a Power School Account

FIRST

Contact Sandra Crockett at West High School (**801-578-8500 ext. 359**) to obtain the following:

1. Student's Name
2. Student's Access ID
3. Student's Access Password

SECOND

Go to West High's Website (<http://west.slcschools.org/>)

Find the **PARENT-STUDENT PORTAL** in the top-right corner.

Clicking on Parent-Student Portal will take you to the **SIGN IN / CREATE ACCOUNT** page.

Click on the **Create Account** tab.

THIRD

Fill in the following requested information:

First and **Last name** of parent/guardian

Email of parent/guardian

Create a user name and Password you can remember (Re-enter the Password)

Link your student to your Account:

Type your student's name as received from Sandra Crockett

Enter the Access ID

Enter the Access Password

Enter your relationship to the student (For example, if you are his mother, your relationship is Mother.)

FOURTH

Click the Enter button. It should say "Congratulations you have created an account" and will send you back to the Student and Parent Sign in. Type in your User Name and Password you created to get the Power School Information on your student.

If you have question or need help getting in, contact Sandra. She will be happy to help walk you through the Create Account process.