

## PowerSchool Parent Portal Setup

The following directions are intended for parents who would like to create a new PowerSchool Parent Account or add a new student to your existing PowerSchool Parent Account.

The parent portal is an online portal accessible anywhere on the web that parents can log in to and see all of their children in one place, their grades, assignments, scores, attendance, schedules, and school bulletins for each school your children attend.

If you are adding a new student to an existing PowerSchool Parent Account, Please skip the first section and go to the [Adding Student to Existing PowerSchool Parent Account](#) section.

### Creating a New PowerSchool Parent Account

1. Open any internet browser on your computer (Chrome, Firefox, Edge, Etc.)
2. Type <https://powerschool.cdolinc.net/> into the address bar
3. Click the Create Account tab



# DIOCESE OF LINCOLN SCHOOLS



## Student and Parent Sign In

Sign In

Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

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4. On the *Create an Account Screen*, click the **Create Account** button



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## Student and Parent Sign In

[Sign In](#)[Create Account](#)

### Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

[Create Account](#)

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5. On the *Create Parent Account* screen, fill in the fields to Create your Account

- a. **First Name** - You, the Parent/Guardian's First Name
- b. **Last Name** - You, the Parent/Guardian's Last Name
- c. **Email** - the email address you want to associate with the PowerSchool Parent Portal Account
  - i. This Email will be used for all notifications from the PowerSchool Parent Portal Account
- d. **Re-enter Email** - Re-Enter the email listed above
- e. **Desired Username** - Create a unique username that you will use to log in
- f. **Password** - Create a Password that matches the requirements
  - Be at least 8 characters long
  - Contain at least one uppercase and one lowercase letter
  - Contain at least one letter and one number
  - Contain at least one special character

# Create Parent Account

## Parent Account Details

First Name	<input type="text" value="Martha"/>	
Last Name	<input type="text" value="Dent"/>	
Email	<input type="text" value="martha.dent@email.com"/>	
Re-enter Email	<input type="text" value="martha.dent@email.com"/>	
Desired Username	<input type="text" value="martha.dent"/>	
Password	<input type="password" value="••••••••••"/>	Strongest
Re-enter Password	<input type="password" value="••••••~•••••"/>	

Password must:

- Be at least 8 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character

6. Next move to the Link Students to Account section

You should have received a letter from Blessed Sacrament School with your student's Access ID and Access Password. You will need that letter for the next step.

a. **Student Name** - Type the Student's name

- LastName, FirstName works best
- It should also recognize FirstName *space* LastName

b. **Access ID** - Type the Access ID for your student from the letter given from Blessed Sacrament School

- If you do not have this letter, please contact Blessed Sacrament School.

c. **Access Password** - Type the Access Password for your student from the letter given from Blessed Sacrament School

- If you do not have this letter, please contact Blessed Sacrament School.

d. **Relationship** - Choose your relationship to the student from the dropdown

7. Repeat Step 6 for each student you want to add to your account
8. When you have finished adding all your students click the **Enter** button at the bottom of the page
9. This will take you back to the PowerSchool Parent Account log on screen
10. Log in with the **Username** and **Password** you just created to access the parent portal
  - **Not** the student's Access ID and Access Password

## Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

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Student Name	Dent, Stu
Access ID	Stu
Access Password	●●●●●●●●
Relationship	Mother

### Adding a Student to an Existing PowerSchool Parent Account

Follow these instructions if you already have a PowerSchool Parent Account and need to add a new student

1. Open any internet browser on your computer (Chrome, Firefox, Edge, Etc.)
2. Type <https://powerschool.cdolinc.net/> into the address bar
3. Type in the **Username** and **Password** used to log into your PowerSchool Parent Account. Then click the **Sign In** button
  - if you do not remember your **Username** and/or **Password** click the *Forgot Username or Password?* link



# DIOCESE OF LINCOLN SCHOOLS



## Student and Parent Sign In

[Sign In](#)[Create Account](#)

**Username**

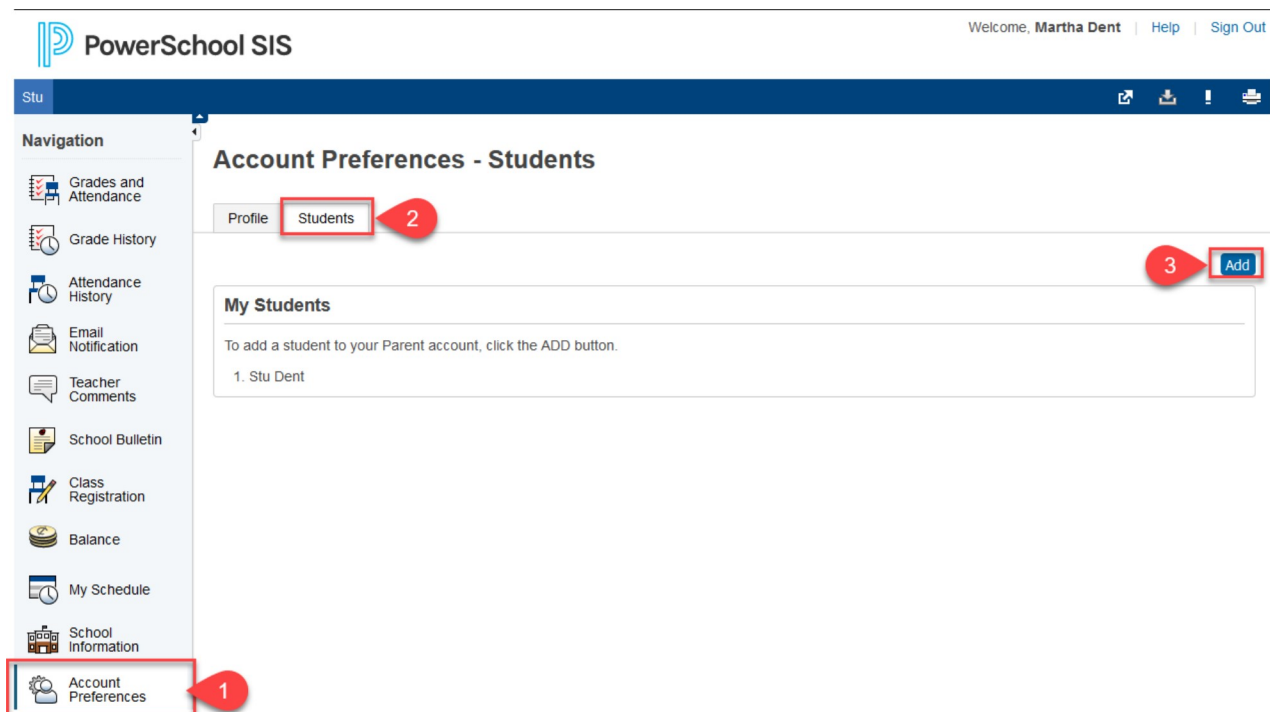
**Password**

[Forgot Username or Password?](#)[Sign In](#)

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4. Once in the PowerSchool Parent Home Screen, click on **Account Preference** toward the bottom of the Left Navigation
5. On the *Account Preferences* Screen Click on the **Students** Tab
6. On the *Student* Tab, click on the **Add** button



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Welcome, **Martha Dent** | [Help](#) | [Sign Out](#)

Stu

**Navigation**

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Schedule
- School Information
- Account Preferences** (1)

## Account Preferences - Students

Profile **Students** (2)

3 **Add**


### My Students

To add a student to your Parent account, click the ADD button.


1. Stu Dent



7. On the *Add Student* window that opens



- Student Name** - Type the Student's name
  - LastName, FirstName works best
  - It should also recognize FirstName *space* LastName
- Access ID** - Type the Access ID for your student from the letter given from Blessed Sacrament School
  - If you do not have this letter, please contact Blessed Sacrament School.
- Access Password** - Type the Access Password for your student from the letter given from Blessed Sacrament School
  - If you do not have this letter, please contact Blessed Sacrament School.
- Relationship** - Choose your relationship to the student from the dropdown

**Add Student** 

**Student Access Information**

<b>Student Name</b>	<input type="text" value="Dent, Sally"/>
<b>Access ID</b>	<input type="text" value="Stu543"/>
<b>Access Password</b>	<input type="password" value="••••••••"/>
<b>Relationship</b>	<input type="text" value="Mother"/> 



8. Repeat Step 6 and 7 for each additional student you want to add to your account