Creating a PowerSchool Parent Account

1. Before creating a PowerSchool account you will need the Parent Access letter. This letter includes your student’s unique Access ID number and Access Password. After receiving the Parent Access letter, go to the Northwest Education Services PowerSchool website and click on Create Account: https://ps.northwested.org/public/home.html

2. Fill in your account information.
3. From the Parent Access letter, fill in the following student information. You can add in more than one Career Tech student on this page.

4. After adding in your student/s, you will be sent a verification email to the email you provided in the parent information section. If you do not receive an email, check your spam folder. The verification email will look like the screenshot below.

   ![Verification Email Screenshot]

   **PowerSchool Account Email Verification**

   DoNotReply-NorthwestEd@northwested.org

   to

   Your PowerSchool account is pending verification.

   To verify, click the link to sign in to your PowerSchool account within 24 hours of receiving this message:

   https://ps.northwested.org.443/public/home.html?file=KfW/waVM_eIRWUJ1pPudpj-zG6wDM3JxkLEKBU3F2nvoOQ5kVzRHYVbZCvuccmc

   If the link does not work, copy and paste the link into a new browser window.

   Note: Replies to this message are not monitored or answered.

   Sent on behalf of DoNotReply-NorthwestEd@northwested.org

5. Click on the link provided in the verification email and you will be redirected to the sign-in page.

   ![Sign-In Screenshot]

6. Additional support videos on how grading is done at Career Tech can be found on the Northwest Education Services Career Tech website. Use the following link below:

   https://www.northwested.org/career-tech-center/student-services/academic-integration/