

PowerSchool for Parents: Create Account



THE
FUTURE
IS BRIGHT



PREPARING STUDENTS
FOR LIFE

Step 1: Gather Everything you Need:

1. You must have access to an Internet connection and browser.
 - a. Navigate to: <https://powerschool.cps-k12.org/public/>
2. You must have an email address.
3. You must have your student(s) ACCESS ID
4. You must have your student(s) ACCESS PASSWORD

You can find your student(s) ACCESS ID and PASSWORD in the letter sent to parents in September. You can find the PowerSchool information in the box at the center of the letter, it looks like this:

To create a new PowerSchool account:

Go to: <https://powerschool.cps-k12.org>

- Click on the "Create Account" tab.
- Complete the information requested for each of your children in Cincinnati Public Schools.

Student Name: «First_Name» «Last_Name»

Your Access ID is: «Web_ID»

Your Access Password is: «Student_Password»

District code needed for mobile app registration:
RRRX

ACCESS ID

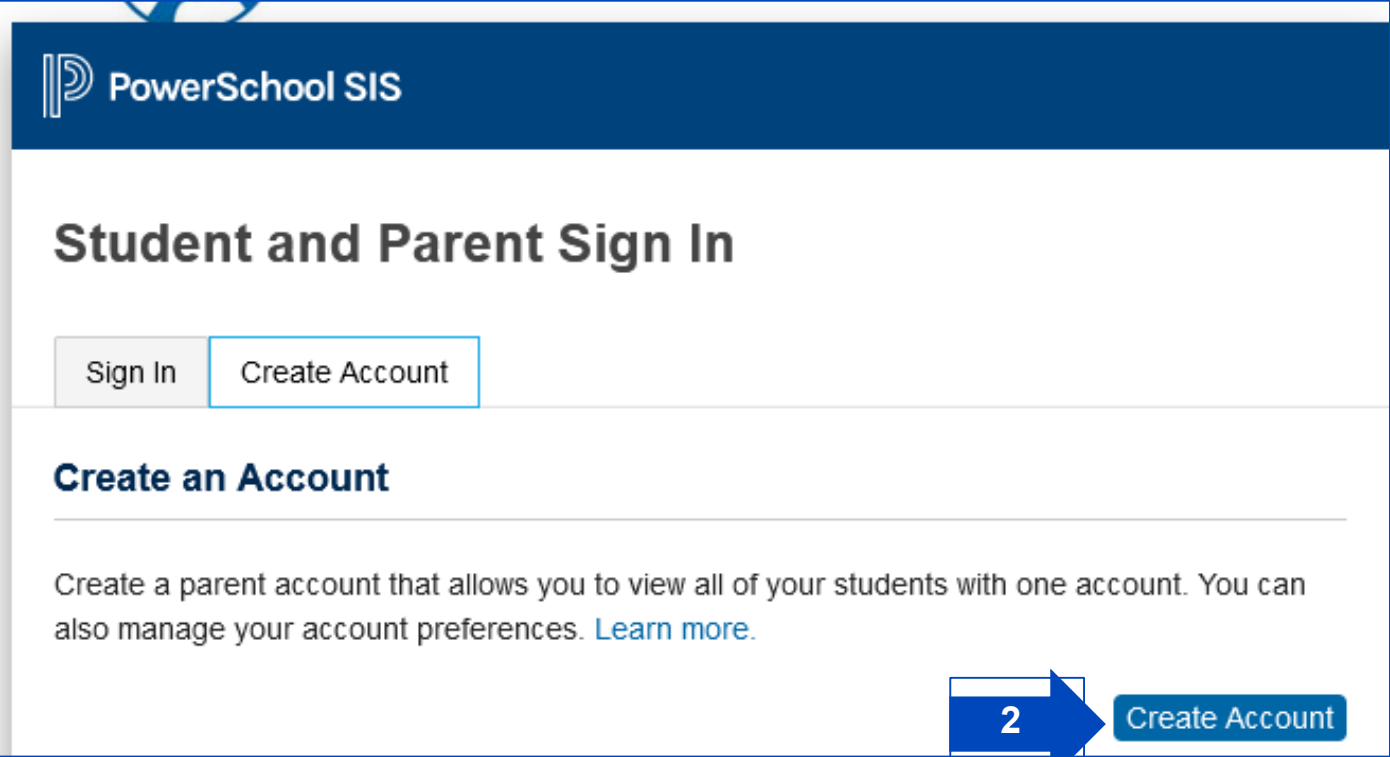
If you did not receive or no longer have your letter, please call the CPS Family Technology Support Center or your student(s) school(s) to get your Access ID and Password.

CPS Family Technology Support Center: 513-363-0688



Step 2: Create Account

- 1. Open your web browser and navigate to: <https://powerschool.cps-k12.org/public/>
- 2. Click the “Create Account” tab. Then click “Create Account” at the bottom.



Step 3: Complete top half of form

Create Parent Account

Parent Account Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>
Password must: •Be at least 6 characters long	

Provide PARENT information for this section. You will add your students in another step.

Create a Username and a password for PowerSchool. MAKE NOTE OF YOUR USERNAME AND PASSWORD.



Step 4: Link Students to Your New Account

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	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose ▼

2

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose ▼

Add all of your students. Provide STUDENT information for this section. Use the Access ID and Access Password from your Parent letter, or provided by the school or Family Help Line.



Step 5: Finish Enrollment and Log In

1. Once you have added all of your students, click the “Enter” button at the bottom of the page.
2. Next, navigate to <https://powerschool.cps-k12.org/public/> and sign in with the **Username** and **Password** you created in Step 3.
3. Add the PowerSchool Mobile app to your phone and login with the same credentials and the **district code: RRRX**

Enter





**Need further
assistance? Call the
CPS Family
Technology Support
Center:
513-363-0688**





THE
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**Student-Centered
Decision Making**



**Health and
Safety**



**Community
Engagement
and Influence**



**Optimized
Capabilities**



Growth



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