

**Lee's Summit R-7 School District
PowerSchool Parent Portal Directions**

1. Make sure you have the confidential PowerSchool **Access Information** for each child in your family. If you have lost the unique **Access ID and Password document that was mailed to you**, contact PowerSchool at <http://www.lsr7.org/contact-us/> or contact your student's school office
2. Go to this website > <https://powerschool.lsr7.org/public/>
3. Click > Create Account tab (If you have already created your parent account, sign in using your username and password)
4. Click > Create Account button
5. Complete the first section of the page **Create Parent Account**

Create Parent Account

- Name
- Email address that you wish to use to receive communications from PowerSchool
- Desired username for your account
- Password for your parent portal account

NOTE - Each Parent can create their own account

The screenshot shows two sections of the PowerSchool Parent Portal. The first section, 'Create Parent Account', is highlighted with a red arrow and a red circle containing the number 1. It contains input fields for First Name (Abraham), Last Name (Lincoln), Email (honest.abe@usa.gov), Desired Username (honest.abe), Password (masked with asterisks), and Re-enter Password (masked with asterisks). A 'Strong' password strength indicator is visible. The second section, 'Link Students to Account', is highlighted with a red arrow and a red circle containing the number 2. It contains a table for adding students with columns for Student Name, Access ID, Access Password, and Relationship. Two students are listed: William (Access ID: 1024545, Relationship: Son) and Robert (Access ID: 1024546, Relationship: Son).

6. Complete the second section of the page titled **Link Students to Account**

- Student Name
- Access ID (see the confidential information that was mailed or handed to you specific to your child)
- Access Password (see the confidential information that was mailed or handed to you and specific to your child)
- Enter Relationship

7. Click > Enter to Save this page

If you need to add additional students:

1. Click > **Account Preferences** icon after logging in
2. Click >

Students Tab

3. Click > **ADD**
4. Click > **Submit**

The screenshot shows the 'Add Student' dialog box. It has a title bar 'Add Student' and a close button 'x'. The dialog contains four input fields: Student Name, Access ID, Access Password, and Relationship (a dropdown menu with '-- Choose' selected). A yellow arrow with the number 1 points to the 'ADD' button. At the bottom, there is a help icon '?' and two buttons: 'Cancel' and 'Submit'.

In the Parent Portal, you can navigate between students by clicking on the student's name as shown here. To learn more about the PowerSchool Parent Portal go to



http://www.lsr7.org/wp-content/uploads/2015/09/PowerSchool_Parent_SSO.pdf.

NOTE: Depending on your student's grade level, not all information shown in the directions may be viewable.