



Parent Portal by PowerSchool

User Guide

To get started, you must create your PowerSchool account and attach students. You should have received a letter with your parent access ID and access password.

These values are needed to attach a student to your account. If you do not have this information or have questions, contact your school's secretary or the guidance office.

Launch a web browser (Google Chrome, Internet Explorer, Safari, or FireFox) and enter the following:

<http://sjpowerschool.berrienresa.org>

PowerSchool

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](#)

Click on 'Create Account'

Fill in the 'Parent Account Details'

PowerSchool

Create Parent Account

Parent Account Details

First Name	<input type="text" value="FirstName"/>
Last Name	<input type="text" value="LastName"/>
Email	<input type="text" value="myemail@here.com"/>
Desired Username	<input type="text" value="MyUserName"/>
Password	<input type="password" value="....."/> Strongest
Re-enter Password	<input type="password" value="....."/>

Password must: •Be at least 6 characters long

Fill in the 'Link Students to Account' section for each student you would like to have access to. You will need your parent access ID and password.

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	Jack
Access ID	31xkKf247
Access Password
Relationship	Father

2

Student Name	Elizabeth
Access ID	jt34kL43
Access Password
Relationship	Father

You should see a message 'Congratulations your new account has been created' and your sign in screen will appear. Log in to your parent account.

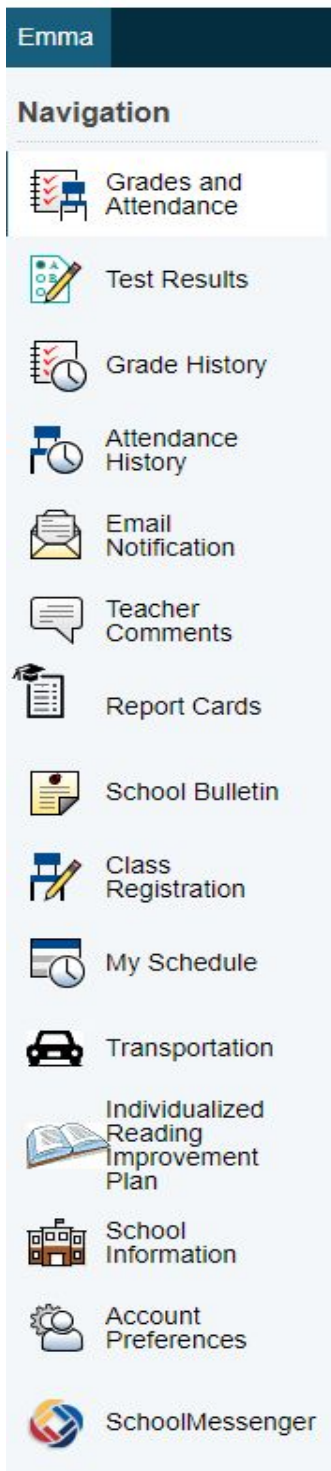
 PowerSchool

Student and Parent Sign In

Sign In Create Account

Username	<input type="text"/>
Password	<input type="password"/>

[Forgot Username or Password?](#)



Your student information will appear. You will see a tab for each of your students.

Each tab below your student's name contains important information.

Click to view grades, attendance, test scores, class registration, transportation and more.

Through SchoolMessenger you are in control of how SJPS communicates with you regarding all important school information. See below to set up SchoolMessenger preferences.

The top left corner of your screen shows current SJPS messages.

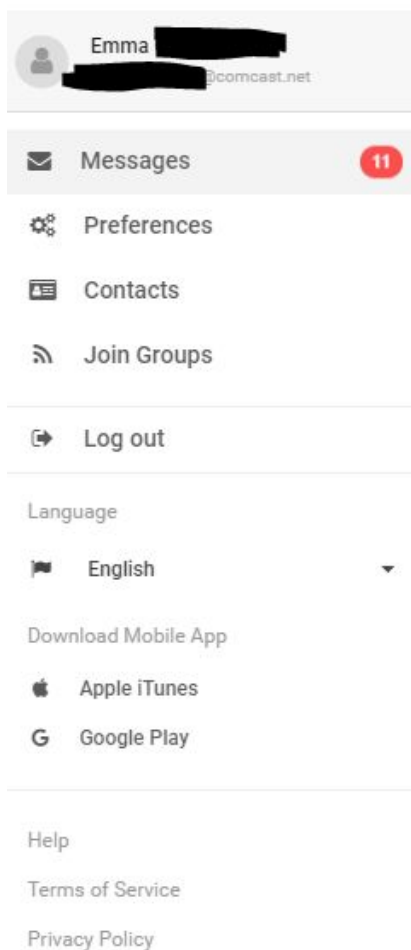
The screenshot displays the SchoolMessenger app interface. At the top left, there is a blue header bar containing a notification icon with the number '11' and the 'SCHOOLMESSENGER' logo. Below the header, the main content area is titled 'Messages' and includes a filter dropdown set to 'All'. The message list contains five entries, each with a red circular icon containing the letter 'E'. The messages are as follows:

- St. Joseph High School News** (General, 3 hours ago)
- DUAL CREDIT Accuplacer Testing for 2019-20** (General, a day ago)
- ACT Prep Cram Session by Dr. Carlin** (General, Apr 26th)
- Dual Credit IMPT Info Meeting Apr 24 (Copy 1)** (General, Apr 24th)
- Dual Credit IMPT Info Meeting Apr 24 (Copy)** (General, Apr 22nd)

The first time you log in to SchoolMessenger a validation email will be sent to the email address associated with your account.

You will only need to verify once. Until the account is verified, you will receive a similar email when you attempt to log in using an expired token.

Click on the icon .



Choose Preferences to see your phone numbers and email addresses associated with your account.

Click on each phone number and email to choose which messages you are interested in receiving and how you would like to receive them by checking or unchecking the circles.

By default, all boxes will remain checked unless you uncheck them.

Click 'Save' before leaving the page to save your preferences.

Lastly, please text YES to 67587 to opt in for SchoolMessenger text notifications.

When finished in PowerSchool, it is important to log out of the application. You may log out from any page in the Parent Portal.