

Quick Reference Guide to Creating an Account for PowerSchool Parent Portal

What is PowerSchool Parent Portal? PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins and even personal messages from the teacher.

***** **Do you have an Access ID and Access Password for each child?** *****

No – STOP

Please visit your child's school to receive the Access ID and Access Password for each child you have enrolled in Lexington City Schools. The school's data manager can assist you. He/she will require a valid photo ID, and you must be the parent or legal guardian of the student.

Yes

Review the following instructions on how to create an account for PowerSchool Parent Portal.

An Access ID/Access Password is assigned for each student in the school system. Therefore you will need the Access ID/Access Password for each child.

*******Must First Create a PowerSchool Parent Portal Account*******

How to Create a PowerSchool Parent Account – Step 1-6 is a one-time process.

Once created, you will not need to create an account again

Step 1: Open your web browser to the LCS PowerSchool URL **lex.powerschool.com/public** (do not enter www before the address).

<https://lex.powerschool.com/public/home.html>

Step 2: The Parent Sign-In Page appears. Click **Create Account**

Step 3: Enter information in the correct fields on this form.

Step 4: Enter the **Student's Last and First Name** (last name, first name) **Access ID & Access Password** (must manually enter, cannot copy and paste) and enter your Relationship to your child.

- Repeat Step 4 in order to add your remaining children who attend a Lexington school to your PowerSchool Parent Portal account. A total of 8 children can be added.
- If you receive an error message, you will need to make any corrections it suggests and fill in the passwords again. Remember, the Access ID and Access Password is case sensitive.

Step 5: Once all children have been added click **Enter** (near bottom of the screen).

Step 6: After successfully creating your account, you will be directed to the **Parent Sign-In** screen. From here on out you will only need to enter your username and password when accessing **lex.powerschool.com/public** (do not enter www before the address).

Enter the Username and Password you created, click **Sign In**