



Welcome to the Coaldale Christian School PowerSchool Parent & Student Portal

PowerSchool Portal provides parents and students access to information such as attendance, assignment descriptions, due dates, and student progress. This information can assist parents in helping students achieve their learning goals.

This guide is a more visual set of instructions that supplements the parent letter that was sent home with one of your children, containing the Access ID and Access Password information required to view the grade and attendance information for your child (ren).

The PowerSchool Parent Portal uses a 'single sign-on' system, where a single parent account can be used to link to many separate student accounts. Additionally, both parents can create their own unique account, each linking to their children.

To successfully follow these instructions and set up a parent account you need to have the parent letter. If you did not receive your letter please contact the school office.

If you already have an account please just sign in with your username and password.

Let's Get Started

Open your internet browser and go to <https://coaldalechristian.powerschool.com/public/home.html>

Alternatively:

You can access the same portal through the CCS website (coaldalecs.com) by scrolling down to the PowerSchool Icon at the middle of the page and clicking on the link. From here you can access the Parent and Student Portal Login on the right hand side of this page.



Create a Parent Account:

When you get to the *Student and Parent Sign In* you will see this page.

PowerSchool

Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

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STEP 1.
If this is your first time to this screen you must click **Create Account**

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

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You will now see this screen

PowerSchool

Student and Parent Sign In

Sign In Create Account

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Create Account

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STEP 2.
Click on the blue button in the bottom right hand corner **Create Account**

PowerSchool

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 7 characters long

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="text"/>

You will now see this screen
Create Parent Account

PowerSchool

Create Parent Account

Parent Account Details

First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Doe"/>
Email	<input type="text" value="john.doe@gmail.com"/>
Desired Username	<input type="text" value="johndoe"/>
Password	<input type="password" value="*****"/> Strongest
Re-enter Password	<input type="password" value="*****"/>

Password must: *Be at least 7 characters long

STEP 3.

Fill in the required information under **Parent Account Details**

You will need to select a username and password

Your password must be 7 characters long

DO Not USE your email address for the username

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	Samantha Doe
Access ID	DoeSam326
Access Password	*****
Relationship	Father

2

Student Name	Billy Doe
Access ID	DoeBill543
Access Password	*****
Relationship	Father

3

Student Name	
Access ID	
Access Password	
Relationship	-- Choose

STEP 4.

Complete the

Link Students to Account section

This is where you need the information contained in the parent letter

- Enter your child's name (*First & Last*).
- Enter **your Access ID** and **your Access Password** as (*indicated on the letter that you received from the office*)
- Enter your relationship to your child.
- Repeat Steps A-C for each child you have – *remember the Access ID and Password is different for each child.*

IMPORTANT NOTE:

Your Access ID and Password is located on the letter provided. It is the number located in the middle of your letter (***not on the bottom***)

IMPORTANT NOTE:

If you have more than one child:

Your Access Code and Password are different for each child. Please take note of that to be successful in creating an account. **DO NOT** type your students Access ID and Password (*located at the bottom of the letter*). The student ID and password is the code your child needs to log in to his/her account.

Student Name

Access ID

Access Password

Relationship -- Choose

6

Student Name

Access ID

Access Password

Relationship -- Choose

7

Student Name

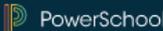
Access ID

Access Password

Relationship -- Choose

STEP 5.
When you have entered all your children scroll to the bottom and click ***ENTER***

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 PowerSchool

Student and Parent Sign In

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

Username

Password

[Forgot Username or Password?](#)

When you click "Enter" you will be sent back to the log in screen where you can enter your newly created Username and Password to access your child's grades and other information.

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Your account is now setup and ready to use.

Once you have successfully signed in your account will look something like this:

Student Names – click to swap between children

This will show that you're signed in as a parent (will have your name)

The screenshot shows the PowerSchool Parent Portal interface. The top right corner displays the user's name, 'Welcome [Name]', and a 'Sign Out' link. The left sidebar contains navigation options such as 'Grades and Attendance', 'Grade History', 'Attendance History', 'Email Notification', 'Teacher Comments', 'School Bulletin', 'Class Registration', 'My Schedule', 'School Information', and 'Account Preferences'. The main content area is titled 'Grades and Attendance' and shows an 'Attendance By Class' table. The table has columns for 'Exp', 'Last Week', 'This Week', 'Course', 'Q1', 'Q2', 'S1', 'Q3', 'Q4', 'S2', 'Y1', 'Absences', and 'Tardies'. The 'Account Preferences' link in the sidebar is circled in red. The 'Email' link in the table is circled in red. The 'Math 4' course name in the table is circled in red.

*Change your password or email
Add additional children*

Click the teacher's name to email

*Click the grade to view a breakdown of assignments
And scores*

For information on how to navigate through the Parent Portal please access the document **PowerSchool Parent Portal Interface Guide** found on our PowerSchool page of our website.

Quit PowerSchool Parent Portal:

When finished working in PowerSchool Parent Portal, it is important to log out of the application. You can log out of PowerSchool Parent Portal from any page in the application. This will keep your student's information private.

To log out, click in the upper right corner of the screen. **Note:** If you are not actively working in PowerSchool Parent Portal, your session may time out. If so, you will need to log in again.

Questions or Concerns:

If you have any questions about the setup of your account, send an email to techsupport@coaldalecs.com or contact the school via phone. You can also use this email to provide feedback on the portal and the information that it provides.

Questions relating to specific class or school information should be directed to the respective teacher or school.