

Valley Christian Elementary School
17408 Grand Ave. Bellflower, CA 90706
562-920-9902
www.vcschools.org HR: Brandon, Tammy
October 20, 2011



Roger and Sharon Sprik
1234 Main St
Anytown, CA 90000

PowerSchool
ps.vcschools.org

Dear Roger and Sharon Sprik:

You can access Eden's grades, attendance and more through PowerSchool and any internet connection. You can link from Valley's website or by typing in the direct address: ps.vcschools.org

Features include:

- Grades and Attendance:** View current grades, attendance, and the current term's attendance totals.
- Attendance History:** View all this year's previous attendance
- Email notification:** Sign up for automatic email notifications (Note: We do not use the balance alert feature)
- Teacher comments:** View all current teacher comments (usually updated at end of grading period)
- School Bulletin:** (Not in use at this time)
- Class Registration:** Request classes for the next year (in late spring)
- My Calendars:** Subscribe to the school's or teachers' calendars (You're welcome to try this, but we don't support it)
- Full-Year Schedule:** See the schedule for more than the current term

Tips for using PowerSchool

-We expect that you will encourage your student to take ownership of their own progress and use this tool wisely to nurture their independence and maturity.

-Anything in blue can be clicked on --- a teacher's name links to their email, a grade in blue links to assignment detail, an assignment in blue will give you additional notes entered by the teacher, etc.

-Teachers are expected to post assignments regularly, usually on a weekly basis. Some assignments take longer to grade than others.

-Please be patient with teachers!

-Email powerschool@vcschools.org for any questions or help with PowerSchool.

Your Parent/Guardian username: **sprik1**
Your Parent/Guardian password: **sprikpass**

NOTE: Login with this username and password until Wednesday 9/21/2011. See reverse side for details.

Students have their own username and password separate from yours. Students can access almost all of the features except email notifications. We recommend that you keep your Parent/Guardian password private. You can detach the "card" at the bottom of this letter to give to your student for their own access. This gives you a great opportunity to speak with them about your expectations.

NEW CHANGE WEDNESDAY
SEPTEMBER 21, 2011

See next page for the details of our new Parent Single Sign-On feature to be implemented 9/21/2011.

To detach and give to: **Eden Sprik**

STUDENT ACCESS

PowerSchool is at ps.vcschools.org

Student username is: **esprik**

Student password is: **12345**

NEW INSTRUCTIONS FOR 2011-2012
CHANGES ARE EFFECTIVE 9/21/2011 WED AM

For parents, currently there is a separate login and password for each student requiring a parent to login in multiple times if they had more than one student attending Valley. This year we are introducing the new Parent Single Sign-On feature, which will be put into effect Wednesday morning 9/21/2011. Parent Single Sign-On offers a number of benefits, including:

- access to multiple students with one login
- parents/guardians can retrieve their own login information if they forget the password or username
- each parent or guardian can have their own account

On or after 9/21/2011, students can continue to log in using the STUDENT ACCESS information on the previous page. **On or after 9/21/2011, parents/guardians must create a new account.**

Instructions for logging into Parent Portal on or after 9/21/2011 (even if you have used Parent Portal in the past).

1. Open your Web browser to the PowerSchool Parent Portal URL at ps.vcschools.org - the Log In page appears
2. Click Create Account at the **BOTTOM** of the screen - the Create Parent Account page appears
3. Enter your first name, last name, and email address.
4. Enter your desired user name. It must be unique and **CANNOT** be an email address. If the name you choose already exists, you will be prompted to enter a different one after you press the enter button.
5. Enter your desired password - it must be at least 6 characters long Re-enter your password
6. Enter your student's name: Eden Sprik
7. Enter Eden's **Access ID**: sprik1
8. Enter Eden's **Access Password**: sprikpass
NOTE: Usernames and Passwords are CaSe sensitive.
9. Choose **YOUR** relationship to the student
10. If you have an Access ID and Password for another student, you may enter them on the next line. Refer to the instruction sheet for your other student or more students can be added later.
11. When all student information has been completed, press the "Enter" button.
12. If successful, you will be directed to the login screen. If you receive an error message (forgot to fill in a field, your user name or email address are not unique, etc.), you must correct the error(s) **AND** re-enter the parent password(s) for all students listed. You may then press the enter button again. Continue correcting errors until you see the login screen after pressing the enter button.
13. If you desire more than one parent/guardian account for your student, please share these instructions anyone that you authorize to access your student's information (parents, guardians, relatives, siblings, etc.)

You may change your email address or password by clicking on Account Preferences. From Account Preferences you can also add additional students.

If you need assistance or have questions, please email powerschool@vcschools.org