



## COLCHESTER SCHOOL DISTRICT TECHNOLOGY DEPARTMENT

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### Parent Portal – Getting Started Guide for CMS Last Updated: 2017.10.12

#### Introduction

With single sign-on access parents/guardians have their own individual parent/guardian account, including user name and password. Once you create your own account, you can manage your account information, link any and all students to your account (for whom you have parental and legal rights to), and set email and notifications preferences for each student linked to your account. If you've forgotten your account login information, you can retrieve them by using auto-recovery.

#### How to Access the Parent Portal

1. The link to the Parent Portal as well as additional documentation can be found on the Colchester Middle School website at <http://www.csdvt.org/cms>. The direct link to the Parent Portal is <http://ps.csdvt.org>. Once at the portal, you can bookmark it as a favorite.

#### Create a Parent/Guardian Account

In order to create an account, you must have the Access ID and Password for at least one student enrolled in school. When creating the account, you will need the Access ID and password for each student you want to associate to your parent/guardian account.

1. From the Parent Portal, click on the **Create Account** button. The Create Parent/Guardian Account page appears.
2. Enter the following information in the **Create Parent/Guardian Account** section:
  - a. **First Name/Last Name:** Enter your first and last name
  - b. **Email Address:** Enter your email address. The email address you enter is used to send you select information, as well as account recovery notices and account change confirmations.



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- c. **Desired User Name:** Enter the user name you would like to use when logging into PowerSchool Parent Portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name.
  - d. **Password:** Enter the password you would like to use. The password must be unique and a minimum of 6 characters.
  - e. **Re-enter Password:** Re-enter the password you would like to use when logging in. The password you enter must match the password entered in the Password field.
3. Enter the following information to **Link Students to Account:**
- a. **Student Name:** Enter the first and last name of the student you want to add to your account.
  - b. **Access ID:** Enter the unique Access ID for the student.  
**IMPORTANT: The Access ID and Access Password are mailed to parents at the start of the school year. If parents need another copy the Access ID/Access Password, please contact the Guidance Office at 264-5802.**
  - c. **Access Password:** Enter the unique Access Password for the student.
  - d. **Relationship:** Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.  
**NOTE:** If you have more than one student, repeat Step 3a-d for each student.  
Remember to supply the Access ID and Password associated to each student.
4. Click the **Enter** button. You will be notified if any required information is missing, and prompted for corrections. Follow the directions and when finished click **Enter**.

### **Link Additional Students to an Existing Parent/Guardian Account**

If you already have a parent/guardian account on the Parent Portal, you can add additional students to your account.

1. After signing into the Parent Portal, click on the **Account Preferences** button. The Account Preferences – Profile page appears.
2. You will see two tabs on the Account Preferences – Profile page: Profile and Students. Click on the **Students** tab.



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3. To add a student to your Parent/Guardian account, click the **Add** button.
4. **Enter the requested information.**
  - a. Student Name, Access ID, Access Password, and Relationship, then click Submit.

### Features and Links in the Parent Portal

1. **Student Tabs:** The first names of the students associated to your parent/guardian account appear in alphabetical order. Click on the name of the student whose information you wish to view.
2. **Grades and Attendance:** Displays comprehensive information about a student's grades and attendance for the current term. To view grade details, click a grade in the term column and the Class Score Detail page appears. Click an assignment under the Assignment column to view the assignment details.
3. **Grade History:** Displays information about a student's quarter and semester grades for the current term.
4. **Attendance History:** Displays information about a student's attendance record for the current term. The legend at the bottom of the page displays the attendance codes and their meanings.
5. **Email Notification:** Provides the ability to manage your parent/guardian account email preferences, including what information you would like to receive, and how often you would like to receive the information.
6. **Teacher Comments:** Displays any comments that teachers have entered regarding a student, such as a student's achievement or behavior.
7. **School Bulletin:** The School Bulletin page serves as your school's "message board" whereby your school can post a variety of information for you to view.
8. **Account Preferences:** Provides the ability to manage your parent/guardian account information, including your name, user name, password, and email address. If you need to add an additional student for whom you have legal rights or guardianship, click on the Students tab.