

# How to Get a PowerSchool Parent Access Account and the PowerSchool App

## Preparation

1. Contact your child's school.
2. Ask for your child's "Access ID" and "Access Password" for each of your children.

## How to Create a PowerSchool Parent Access Account

1. Go to <https://ps.irondistrict.org/public/>
2. Click "Create Account" tab.
3. Click "Create Account" button (lower right).
4. Enter "First Name" and "Last Name".
5. Enter your email address (as the account contact and the default for notifications).
6. Enter a username (chosen by you).
7. Enter a password (also chosen by you).
8. Enter the password a second time.
9. Under "Link Students to Account", enter the following for each of your children:
  - Student Name (e.g. Will Jones)
  - Access ID (e.g. Jones5D8)
  - Access Password (e.g. U4FP21)
  - Relationship (menu) (e.g. Mother)
10. Click "Enter" button (bottom, right). If successful, you will be returned to the login screen.

## How to Log into a PowerSchool Parent Access Account

1. Go to <https://ps.irondistrict.org/public/>
2. On the "Sign In" tab, enter the username and password that you created (above).
3. Click the "Sign In" button.
4. Listed along the left side are all of the things you can access.
5. Listed along the top are the name(s) of your student(s).

## How to Set up Email Notifications in PowerSchool

1. Log into your PowerSchool Parent Account (see above).
2. Click "Email Notification" (left).
3. Add any additional email addresses (other than the one you set up with the account).
4. Select what information you would like to receive.
5. Choose how often you would like to receive this information.
6. Select "Apply These Settings to All Your Students" if you wish.
7. Click "Submit".

## How to Get and Log Into the PowerSchool App

1. Go to the App Store (iOS) or Google Play Store (Android).
2. Search for "powerschool".
3. Install the "PowerSchool Mobile" app.
4. Open the app.
5. Enter the district code (our district's code is "BLXT" [also in PowerSchool Parent Account, lower left]).
6. Enter your username and password (created above).
7. Click "Go" or hit "Enter".