

Roseville High School-POWERSCHOOL

HOW TO CREATE AN ACCOUNT ON PARENT PORTAL

1. Go to www.rcs.misd.net and click on the Parents/Community tab.
2. Click on the Parent Portal link.
3. Click on the Create Account tab, and then click the Create Account button.

4. Next, enter **YOUR** First Name, Last Name and email address.
5. Create a personalized username and password to be used with your account. Re-enter the same password to verify.

PowerSchool

Create Parent Account

Parent Account Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>

Link Students to Account

Desired Username

Password

Re-enter Password

Password must: •Be at least 1 characters long

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1	Student Name	Access ID	Access Password	Relationship
	<input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose

6. You may link all of your students to your family account by entering each student's LEGAL name, Access ID, and Access Password. Please note: your Access ID and Access Password are the same. [You may get this information by calling your child's assistant principal's office.]
7. Click Enter when complete.
8. The website will then direct you to the main log in screen.

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PARENT PORTAL HELPFUL HINTS

- **Grades and Attendance**

- If you click on the current grade for a class, the assignments from the teacher's gradebook will display.
- For each individual class, Absences and Tardies are both displayed. By clicking the number of absences or tardies, you will see the corresponding dates.
- The best way to contact your student's teacher is through email. Below the class title, you can click on the email address directly.

- **Grade History**

- You can see previous courses and grades under this option.

- **Attendance History**

- This tab displays a quick view of attendance in all courses on one screen.

- **Email Notification**

- If you do not check Parent Portal frequently, this tab gives the ability to have **daily, weekly, biweekly, or monthly** progress reports sent to your email. We strongly encourage you to select **Weekly** emails by selecting the five options below.

○ **What Information Would You Like to Receive?**

Summary of Current Grades and Attendance.	<input checked="" type="checkbox"/>
Detail Report Showing Assignment Scores for Each Class.	<input checked="" type="checkbox"/>
Detail Report of Attendance.	<input checked="" type="checkbox"/>
School Announcements.	<input type="checkbox"/>
Balance Alert (Note: will only be sent when student is low on funds).	<input type="checkbox"/>

Frequency

How Often? Weekly

Apply These Settings to All Your Students?

- **Account Preferences**

- If needed, you may add or change your email address or password here.
- If you need to add a student, go to Students and click the Add button.

