

How to Create a Parent/Guardian Account

Use this procedure to create a new parent/guardian account. In order to create an account, you must have the Access ID and Access Password for the Parent Portal, for at least one student enrolled in school. When creating the account, you will need the AccessID and Access Password for each student you want to associate to your parent/guardian account. If you do not have this information or have questions, contact the school office.

1. Open the PowerSchool Parent Portal URL. The link is found at <https://ps.iam.misd.net/public> as well as on the IAM web site.
2. Click **CREATE ACCOUNT**. The Create Parent/Guardian Account page appears.
3. Use the following table to enter information in the Create Parent/Guardian Account.

Field	Description
First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address. The email address you enter is used to send you select information, as well as account recovery notices and account changes confirmations.
Desired User Name	Enter the user name you would like to use when logging into the 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.
Password	Enter the password you would like to use when logging into the PowerSchool Parent Portal. The password must be unique and a minimum of 6 characters.
Re-enter Password	Re-enter the password you would like to use when logging into the PowerSchool Parent Portal. The password you enter must match the password entered in the Password field.

4. Use the following table to enter information in **Link Students to Account section**:

Student Name	Enter the first and last name of the student you want to add to your account.
Access ID	Enter the unique access ID for the student. If you don't have this information contact the school.
Access Password	Enter the unique access password for the student. If you don't have this information contact the school.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

5. Finally, click **Enter**.