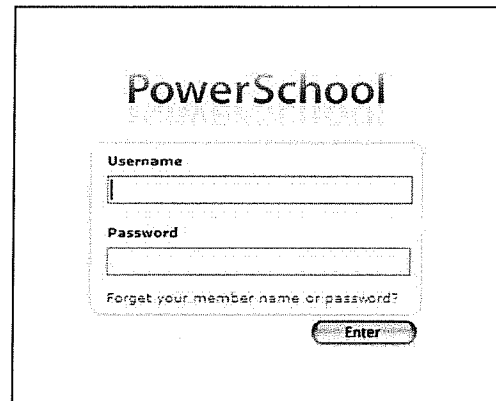


Simple Steps for Accessing Student Information in PowerSchool

- 1) Type in the following URL:
<https://ps.southingtonschools.org>
- 2) When the login page appears, enter your username in the first field and your password in the second field. (A picture of the login screen has been provided on the right.)

Parent Username:
Parent Password:

Student Username:
Student Password:



- 3) Click ENTER. The Grading Portal start page will appear.
- 4) There are a number of different functions that are a part of the system. You will need to explore the aspects of the program, but we offer these brief explanations for purposes of orienting you to the system.
 - * Grades and Attendance: You will see a current grade average based on the grades entered by a teacher. (Please be aware that all the assignments may not be entered. We have asked our teachers to make sure that they update the grades that appear on a timely basis. By clicking on the grade, you will be able to see the individual assignments. Absences and tardies for each class are also listed.
 - * Links to more information: Any data point that appears in blue on the Grading Portal screen is a link to more information about an individual assignment or overall progress.
 - * Attendance History: This screen gives you an attendance history for the entire school year.
 - * E-mail Notification: On this screen, you may choose to be e-mailed automatically with a variety of reports. You may also enter multiple e-mail addresses here.
- 5) Given these instructions to the system we anticipate that most parents and students will find the portal very easy to use. If you experience difficulty (or if you misplace your username and/or password) you can contact the guidance department at 860-628-3275 or email our PowerSchool administrator at powerschoolhelp@southingtonschools.org. Please allow up to 48 hours for a response.
- 6) If you do not have internet access at home, it is available at the public library.