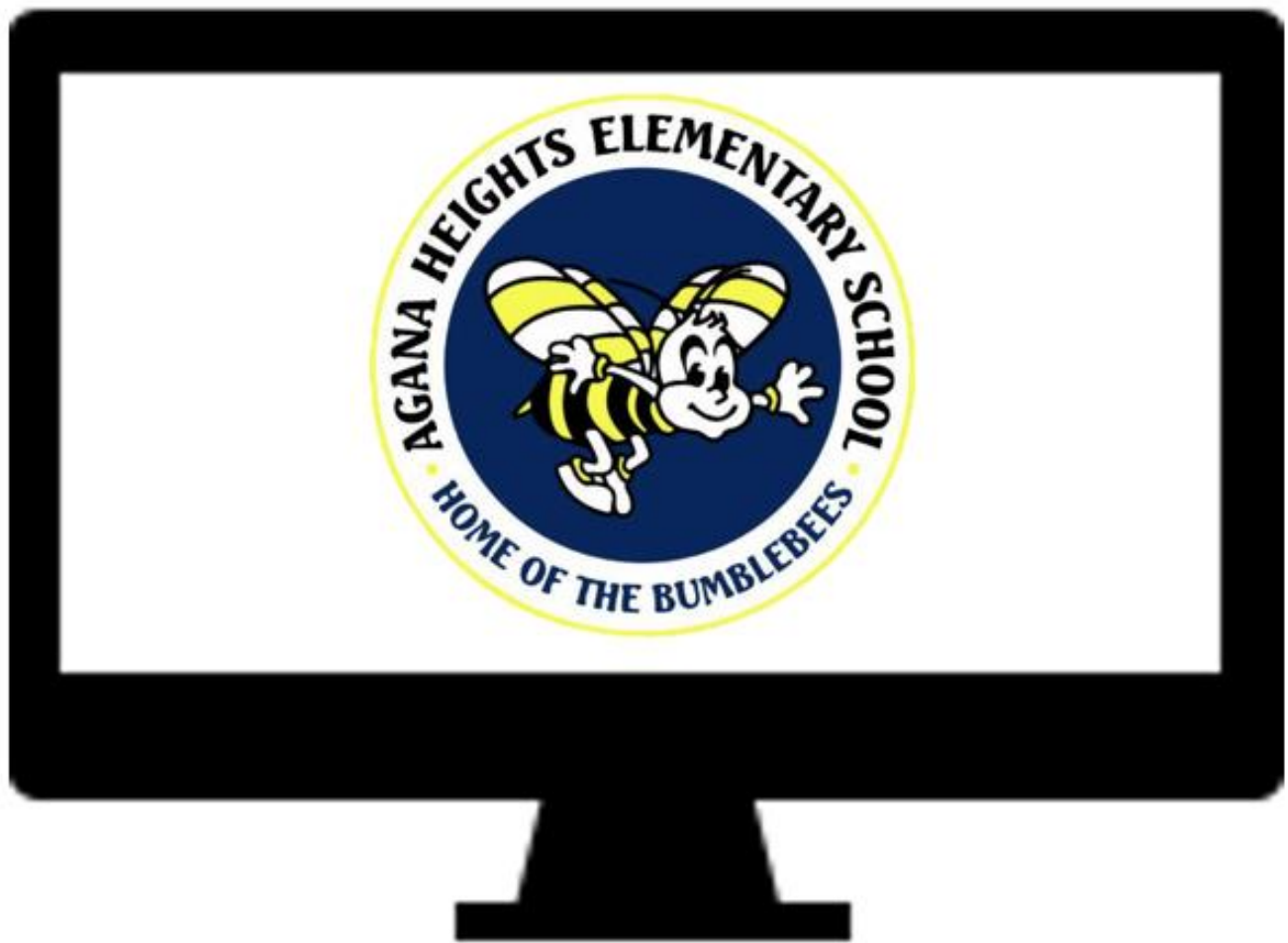# PARENT PORTAL ACCESS

QUICK REFERENCE

For more information or assistance please contact Ms. Patty Bamba, Computer Operator at 477-8040 or Email ppbamba.gdoe.net the following information:

- **Student Name and Grade**
- **Parent Name**
- **Parent Contact Number(s) and**
- **Parent Email Address**

Parent Portal User Instructions: How to Setup an Account

1. Request for "**Parent Access Web ID Letter**" from school(s) each student is attending. *Refer to cover sheet to request for letter.*

2. Go to **https://powerschool.gdoe.net** and Select tab to "**Create Account**", then click on Create Account Button.

Select tab
"**Create Account**"

Click button
"**Create Account**"

3. Enter required information on the "**Create Parent Account**" screen. Refer to "Examples".
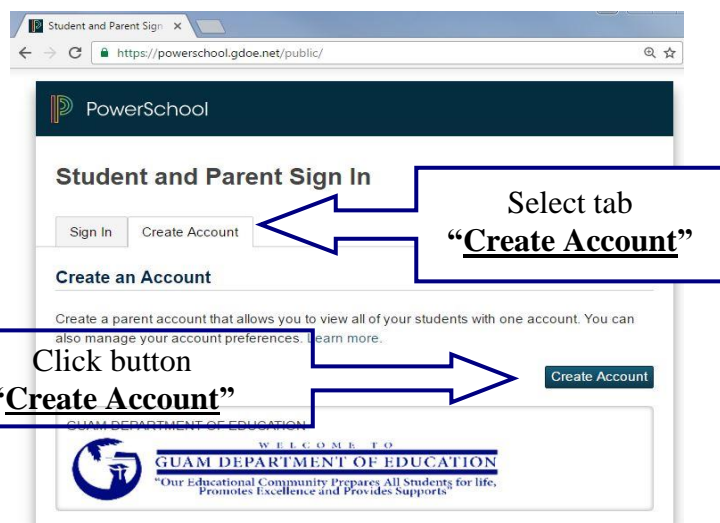
   a. **Parent Account Details**
      o **First Name**
      o **Last Name**
      o **Email**
      o **Desired Username**
      o **Password**
      o **Re-Enter Password**

   b. **Link Student to Account**
   (Refer to Parent Access Web ID Letter)
      o **Student Name**
      o **Access ID**
      o **Access Password**
      o **Relationship**
         ▪ **What is your "Relationship" to the child.**
      o **Enter ALL other children.**

4. Then scroll down and hit the "**Enter**" key. After you hit enter, you will be returned to the Sign-In page.

Drop Down Window: Select your "**Relationship**" to the child?

Parent Portal User Instructions: How to "ADD" a Student

1. Go to **https://powerschool.gdoe.net** and Select "**Sign In**" tab and enter **Username** and **Password,** then click on **Sign In** Button.

Select tab "**Sign in**"

Enter "**Username**" and "**Password**"

Click "**Sign In**" button

Username — Example: **Tasi Isla**

Password — Example: **Bumblebees#1**

2. Select "**Account Preferences**" under Navigation; left hand side of screen.

3. Select "**Students**" tab; next to "**Profile**" tab.

4. Click "**Add**" to add a student.

5. Refer to Parent Portal Letter and Enter Required Information. Click Submit.

Add Student

Student Name	Access ID	Access Password	Relationship
Hurao Isla Example:	**Parent Username** Example:	**Parent Password** Example:	**Mother** Example:

Click "**Submit**" button

Parent Portal User Instructions: How to Setup Mobile Apps

FOR USE WITH THE POWER SCHOOL APPS FOR IPAD AND SMART PHONES

1. Download APPS (**PowerSchool for Parent**)

2. Enter District Code: **XBMH**

3. Enter **Username** and **Password**:

4. Click on **Sign In** button:

5. Select "**Cancel**" or "**Reset**" on the Password Reset/Expired Window:

6. If "**Reset"**, then follow instructions to **"Change Your Password"**:
   - a. Enter Current password:
   - b. Enter New password:
     - Be at least 6 characters long
   - c. Re-enter new password:
     - Same as 6b.

If you are still having problems please call or email the school computer operator for assistance.

Parent Portal User: Navigation Tool Instructions

Welcome the Guam Department of Education Powerschool Portal.

The first screen you will see upon logging in will have icons on the LEFT side as follows:

1) **GRADES and ATTENDANCE:** This is the first screen displayed after log in. This screen contains information about the student's classes for the current and prior terms for the current school year.

Grades and Attendance

Attendance By Class												
Exp	Last Week					This Week				Course	q1	Absences	Tardies
	M	T	W	H	F	M	T	W	H				

"Exp" refers to the period and days this class meets

Attendance is displayed for the past two weeks for each class. Scroll to the bottom of the screen to view the legend for the meaning of all the attendance codes.

Grade columns next to course/teacher names. Each column represents a marking period as follows:

Q1 – First Quarter	Q2 – Second Quarter	S1 – Final Grade For Semester Course
Q3 – Third Quarter	Q4 – Fourth Quarter	S2 – Final Grade For Semester Course

Columns will be added throughout the year as appropriate.

Clicking on grades will allow you to view all assignment information entered for a particular class.

Click on # of Absences or Tardies to see dates of each.

2) **GRADES HISTORY**: This screen will allow you to view grades for prior terms for the current school year. May contain duplicate information as Grades and Attendance screen.

3) **ATTENDANCE HISTORY**: This screen contains attendance information for the current term for all classes. Scroll to the bottom of the screen to view the legend for the meaning of all the attendance codes.

4) **TEACHER COMMENTS**: This screen will display the most current comments for each class. Comments are updated approximately every 5 weeks to coincide with Progress Reports and Report Cards.

Questions about grades or grading policies should be addressed to the individual teachers or buildings.
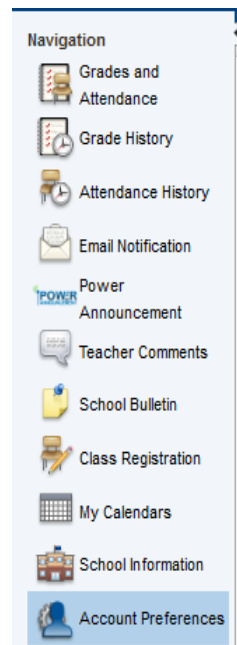
Quick Reference Card: Using the Parent Portal

ParentPortal: Users

This course will introduce you to the most common operations performed by parents, guardians, and students in Parent Portal. Subjects covered include Parent Portal login, grades and attendance, communications, and registration.

Parent Portal- Login

For parents, guardians, or students to log in to Parent Portal:
1. Enter the Internet address of your school's public server. Add the suffix "/public" to the address.
   http://powerschool.gdoe.net/public
2. Whether a parent or student, enter the user name and password, and click **Submit**.
3. If there is a problem remembering the user name or password, click **Having trouble Logging in?**
4. Select the tab for either "Forgot Password?" or "Forgot User Name?"
5. Enter the requested user name or password if remembered, and email address. Click **Enter**.
6. Correct information will be sent to the email address.

Parent Portal: Parent/Guardian Single Account

For parents or guardians to create their own account from Parent Portal:
1. Enter the Internet address of the school's public server. Add the suffix "/public" to the address.
   http://powerschool.gdoe.net/public
2. In the Create an Account section, click **Create Account**.
3. On the Create Parent/Guardian Account page, enter the parent/ guardian first name and last name in the appropriate fields.
4. Enter the parent's email in the next field.
5. Enter the desired user name and password in the appropriate fields.
6. Re-enter the password for security authentication. For each student to be associated in the account, enter the student name, access ID, and access password.
7. Open the Relationship menu, and select the appropriate relationship for each student being added.
8. When ready, click **Enter**.

To update the first and last name, user name, and password for the account, click **Account Preferences**. Update information as needed under the Profile tab, then click **Save**.

Once the account is created, a parent or guardian may still add students to the account.
1. On the Parent Portal navigation bar, click **Account Preferences**.
2. To add or edit students, click the Students tab.
3. To add a student, click **Add**.
4. In the Add Student window, enter the student name, access ID, and access password.
5. Open the Relationship menu, and select the correct relationship.
6. Click **Submit**.

Quick Reference Card: Using the Parent Portal

Parent Portal: Email

To modify the information sent to a parent or guardian:
1. In the navigation bar, click **Email Notification**.
2. Select or clear items of information you want in or out of the report sent to the parent's or guardian's email address.
3. Open the How Much? menu, and select the frequency of receiving the reports.
4. If you want to have the report sent to other addresses, enter the addresses in the Additional Email Addresses field, separating additional addresses with commas.
5. If these changes are for all students in the account, select **Apply these settings to all your students?**
6. If you wish to send a report immediately, click **Send now...** .
7. Click **Submit**.

Parent Portal: Comments

To read teacher comments:
1. In the navigation bar, click **Teacher Comments**.
2. General comments regarding the student are displayed on the Teacher Comments page. To send email to the teacher, click the teacher's name.
3. Comments are included to the right of the teacher names.
4. To view specific grade comments, click **Grades and Attendance** in the navigation bar.
5. Select a grade, and click the link.
6. Assignments listed on the Class Score Detail page may include a link under the Score column. To see the comment, click the score link.

Parent Portal: School Bulletin

To view the Daily School Bulletin:
1. On the Parent Portal navigation bar, click **School Bulletin.**
2. The current bulletin is displayed. To view previous bulletins, click the desired date at the bottom of the page.

Parent Portal: Grades and Attendance, Grade History, Attendance

To view current grade and attendance information:
1. In the navigation bar, click **Grades and Attendance**.
2. If the student has dropped classes and you want them included, click **Show Dropped Classes also**.
3. To view additional information about a term grade, click the link associated with that grade.
4. If the teacher has included information about an assignment, the assignment name will become a link. Click the assignment name.
5. The Assignment Description page includes teacher, course, assignment name, and assignment description. If the teacher has linked to an Internet website to provide additional help, click the link to that page.
6. Your school may be using standards grades for your student. If so, on the Grades and Attendance page, click the Standards tab.
7. On the Standards Grades page, click **Show Completed Classes** to view standards grades for completed classes, or **Hide Completed Classes** to view only the classes for the current term.
8. If you want to view comments, click the blue "c" icon. If you click the name of the standard, you can view details about the teacher, the course, the standard name, the gradescale details, and descriptions.
9. Return to the Grades and Attendance page by clicking the Grades and Attendance tab.
10. Click on the numbers in either the Absences or Tardies columns to view information on Absences and Tardies during the current term.

Quick Reference Card: Using the Parent Portal

To view grade information only:
1. In the navigation bar, click **Grade History**.
2. On the Grade History page, courses are listed per quarter with grade, score, citizenship grade, and credit hours information displayed.
3. To access the Class Score Detail page, click the Grade percentage link for the desired class.

To view attendance information only:
1. In the navigation bar, click **Attendance History**.
Course names are shown in the left column, and the weekly dates are displayed in the top column headings. Absences, tardies, and other codes are explained in the Notes section at the bottom of the page

Parent Portal: Graduation Progress

To view graduation progress in Parent Portal:
1. In the Parent Portal navigation bar, click **Grades History**.
2. The earned credit history of the student is displayed.

Parent Portal: Registration, Balances, Calendar

CURRENTLY THESE FEATURES ARE NOT AVAILABLE ON THE GDOE PARENT PORTAL ACCESS.

To use the registration features in Parent Portal:
1. On the Start Page, click **Class Registration**.
2. On the Registration page, a Road icon indicates the course has been recommended by a teacher. To identify the teacher, click the Road icon.
3. To select a course, click the Pencil icon.
4. In the Course window, select the course you want to request by clicking the course name check box. When ready, click **OK**.
5. When the desired courses on the Registration page have been selected, click **Submit**.
6. To view any course requests, click **View Course Requests**.

To use the Balance feature in Parent Portal:
1. On the Parent Portal Start Page, click **Balance**.
2. Lunch Status indicates if the student bought a lunch that day.
3. The student's lunch balance and fee information are for the current term.

To use the Calendar feature in Parent Portal:
1. You must have iCal calendar application and Mac OSX version 10.2.3 or later installed.
2. On the Start Page, click **My Calendars**.
3. Choose whether you wish to receive calendar information on only assignments, or to also include My Scores and Final Grades as well.
4. On the Homework Calendar window, select **Subscribe** for the appropriate course and information column desired.
5. In the Launch Application Window, choose the application which will open My Calendar. Click **OK**.
6. In the Subscription window, click **Subscribe**. You may be asked for your Parent Portal user ID and password for authentication.