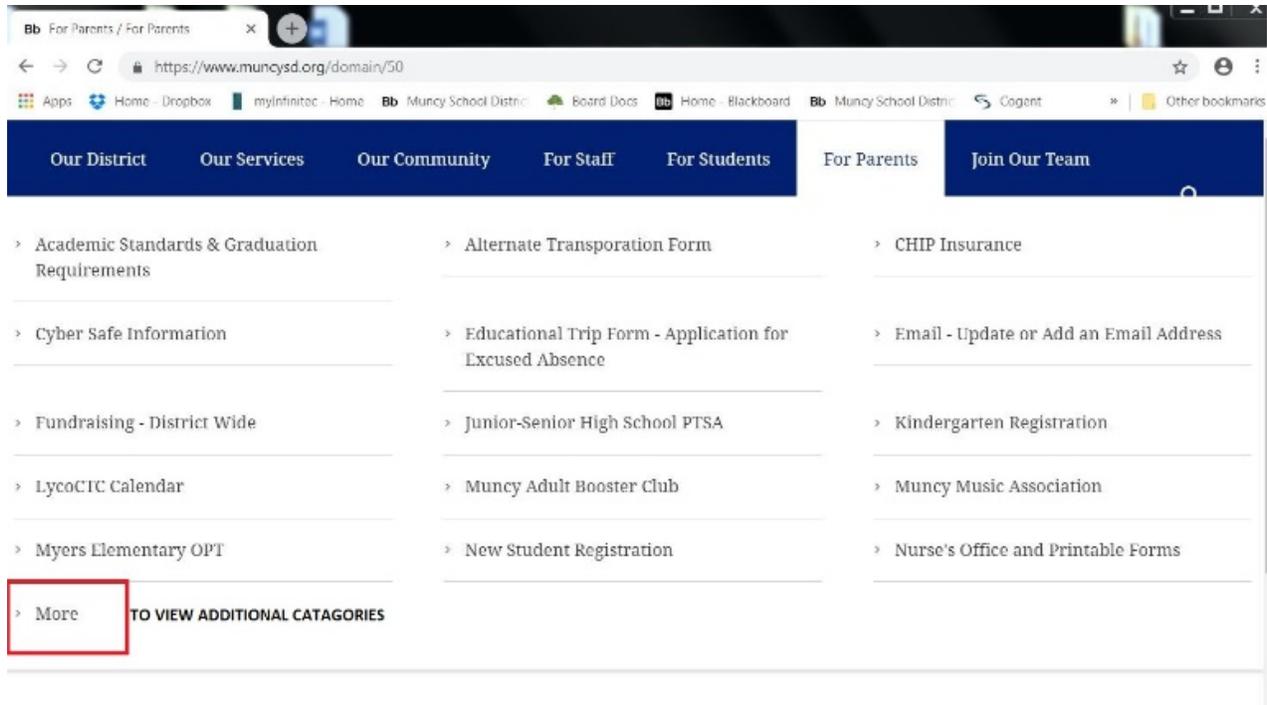


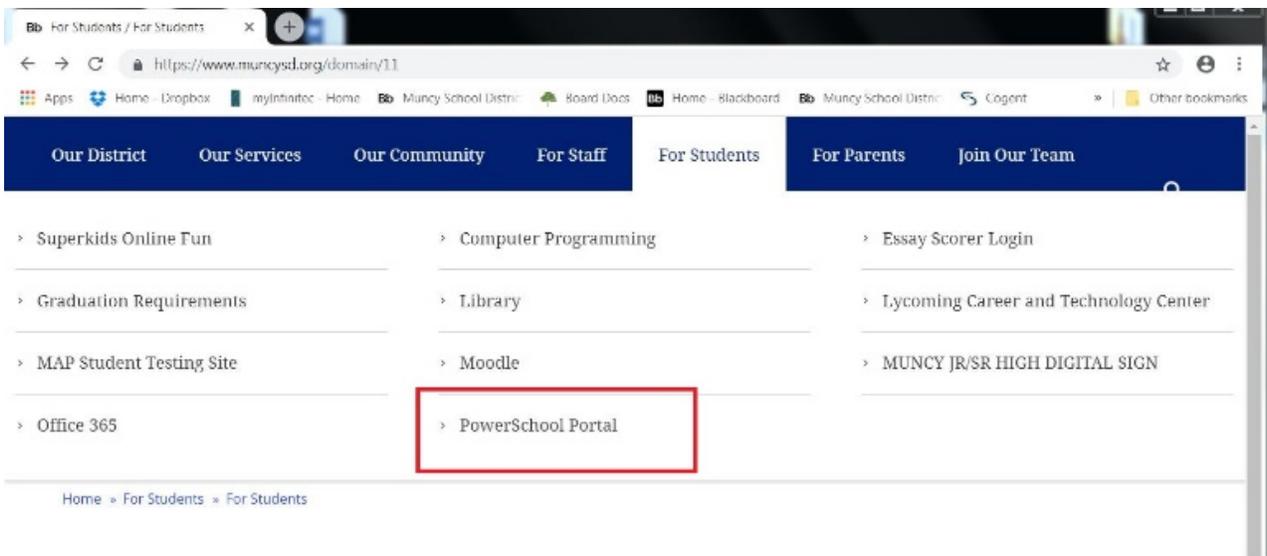
HOW TO CREATE A POWERSCHOOL ACCOUNT

Parent and students can access the PowerSchool Parent and Student Portal in one of the following ways using a desktop computer, laptop computer, mobile device or tablet.

1. Click the link(<https://powerschool.muncysd.org/>) or copy and paste the link into your web browser.
2. Click on 'PowerSchool Portal' shortcut underneath the 'For Parents' tab or underneath the 'For Students' tab on the school district's website (<http://www.muncysd.org>).



3. Click on the PowerSchool Parent and Student Portal icon in the Muncy School District APP.



Student Access - Students may use their school provided PowerSchool 'Username' and 'Password' to access their online report card. Both the username and password will both be codes containing four capital letters (ex. Username - ABCD; Password - EFGH). Student usernames and passwords have not changed from last year and all new students received their information earlier this school year or upon their enrollment in the district. Students who may have forgotten their 'Username' or 'Password' may ask for their usernames and passwords in their school building's main office.

Parent / Guardian Access - Parents must create their own 'Username' and 'Password' to access the PowerSchool Parent and Student Portal.

Parents who have accessed the PowerSchool Parent and Student Portal before and do not remember the 'Username' or 'Password' they created need to contact the elementary school office, the high school office or the district office for assistance.

Parents who need access codes should contact the elementary school office, the high school office or the district office to get their 'Access IDs' and 'Access Passwords'.

Mrs. Conner
Elementary School at 570-546-3129 x 1100

Mrs. Moyer
Jr./Sr. High School at 570-546-3127 x 3240

Mrs. Kneedler
District Office at 570-546-3125 x 2040

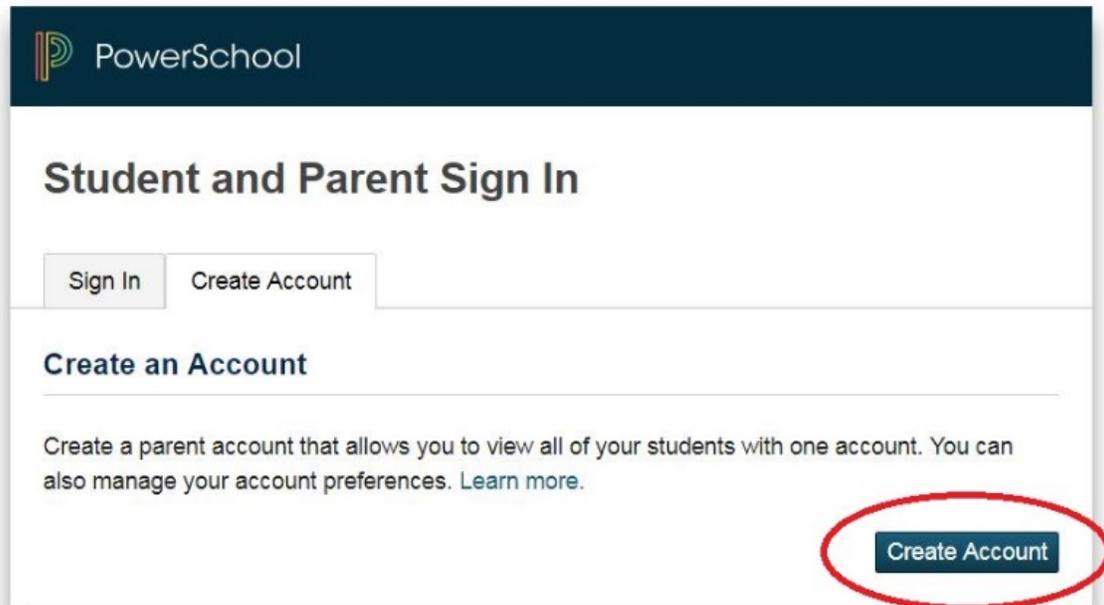
Parent 'Access IDs' and 'Access Passwords' have not changed from last year and parents of students new to the district should have received their information earlier this school year or upon their enrollment in the district.

Parents should complete the following steps once they have all of their access codes for all of their children:

- a. Go to the PowerSchool Parent and Student Portal website (<https://powerschool.muncysd.org>) and click on the 'Create Account' tab and then click 'Create Account'.



- b. Fill out the required information. You will need to create your own 'Username' and your own 'Password' as part of the process. You will also need to enter the parent's 'Access ID', the parent 'Access Password', name of each child and your relationship to each child. The parent 'Access ID' and the parent's 'Access Password' will both be codes containing four capital letters (ex. Access ID - ABCD; Access Password - EFGH) and there will be different parent access codes for each of your children.



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**** Please note you must enter your parent 'Access ID' and your parent 'Access Password' for each child to create your parent account. Your child's student username and student password will not work to create your parent account.**

**** Once all of the information is completed, click 'Enter' at the bottom of the screen.**

Create Parent Account

Parent Account Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Password must: •Be at least 6 characters long

Link Students to Account

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

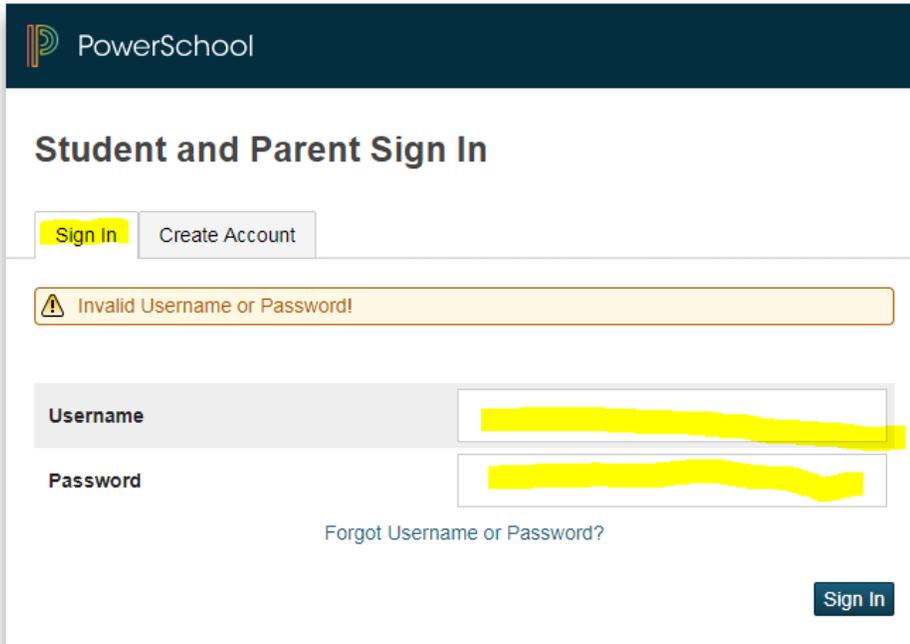
1

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

2

Student Name	<input type="text"/>
Access ID	<input type="text"/>

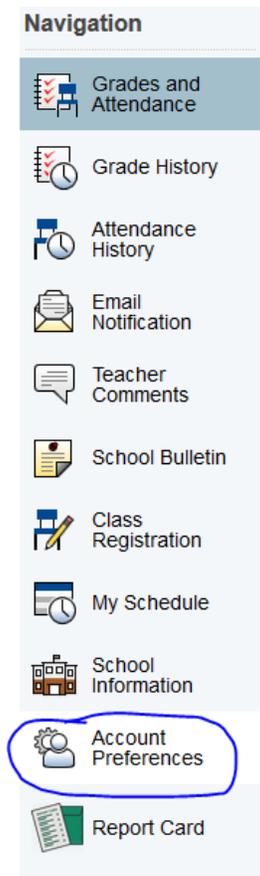
c. If all worked correctly, you will be brought back to the original sign-in screen. You will use the username and password you just created to login to access your child's or children's information.



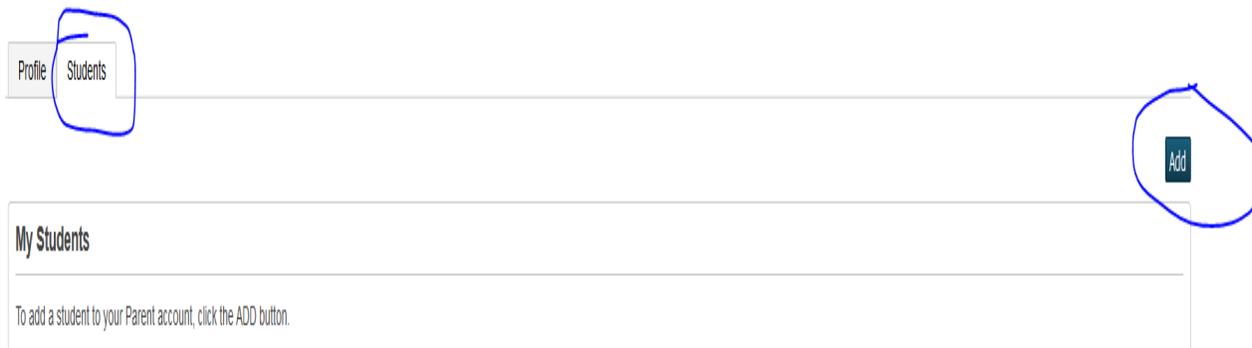
As always, please contact the high school main office, the elementary school main office or the district office if you need assistance and we will be glad to help you. Thank you for your continued support of Muncy School District's digital initiatives.

To add a child to an existing account

1. Click on account preferences in the navigation panel on the left hand side of the screen.



2. Click Student and then click add student.



3. Fill out the required information being sure to use your unique parent ID and unique parent password for each child and click OK.

The screenshot shows a dialog box titled 'Add Student' with a close button (X) in the top right corner. The dialog contains a section titled 'Student Access Information' with the following fields:

- Student Name**: A text input field with a yellow highlight.
- Access ID**: A text input field with a yellow highlight.
- Access Password**: A password input field with a yellow highlight and a bullet point icon on the left.
- Relationship**: A dropdown menu with the text '-- Choose' and a yellow highlight.

At the bottom right of the dialog, there are two buttons: 'Cancel' and 'OK'. The 'OK' button is circled in blue.