

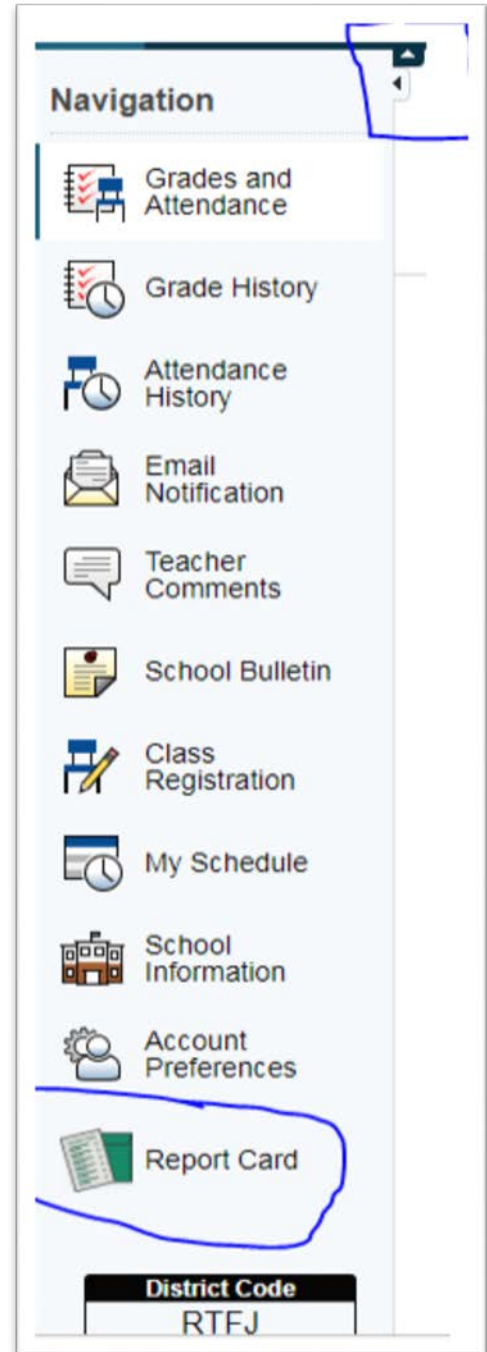
Online Report Card Access Guide

Muncy School District is using online report cards for the 2018-2019 school year. First quarter report cards will be accessible online through the PowerSchool Parent and Student Portal beginning on Thursday, November 1st by clicking on the 'Report Card' icon under the 'Navigation' panel on the left side of the PowerSchool Parent and Student Portal screen. The 'Report Card' icon will not be available until 1 p.m. Thursday, November 1st and the 'Report Card' icon can only be accessed by logging into the PowerSchool Parent and Student Portal through a web browser and cannot be accessed through the PowerSchool Mobile APP.

Please look closely for these arrows on your phone or mobile device as you may need to press one of these arrows to view the navigation screen to see the 'Report Card' icon.

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/public/>) 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.

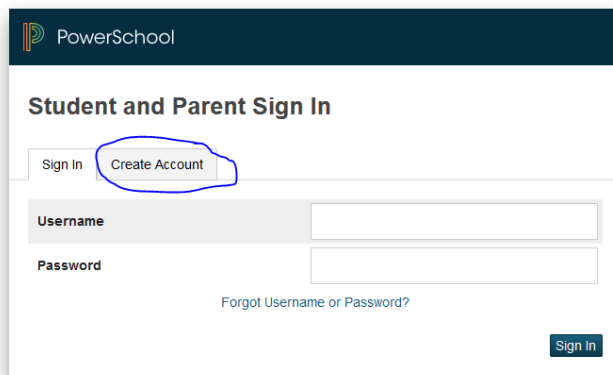
Parent / Guardian Access - Parents must create their own 'Username' and 'Password' to access the PowerSchool Parent and Student Portal.

Parents who have accessed the PowerSchool Parent and Student Portal before and do not remember the 'Username' or 'Password' they created need to contact their student's school 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'.

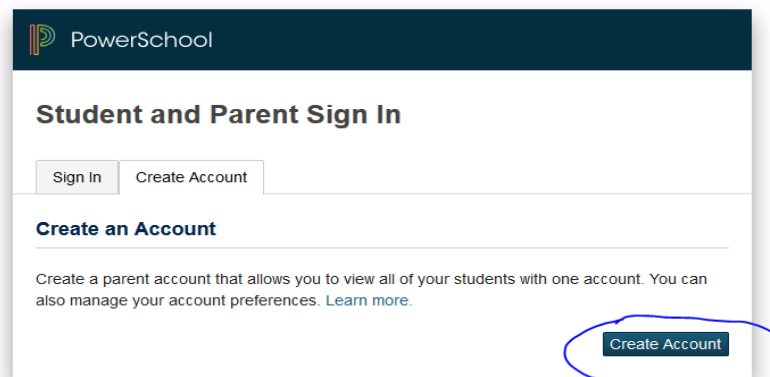
Parents should complete the following steps once they have all of their access codes for all of their children:

- 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'.



The screenshot shows the PowerSchool 'Student and Parent Sign In' page. At the top left is the PowerSchool logo. Below it, the title 'Student and Parent Sign In' is displayed. There are two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is circled in blue. Below the buttons are two input fields labeled 'Username' and 'Password'. A link 'Forgot Username or Password?' is located below the password field. A 'Sign In' button is at the bottom right of the form area.

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The screenshot shows the 'Create an Account' section of the PowerSchool 'Student and Parent Sign In' page. At the top left is the PowerSchool logo. Below it, the title 'Student and Parent Sign In' is displayed. There are two buttons: 'Sign In' and 'Create Account'. Below the buttons, the heading 'Create an Account' is shown. The text below reads: 'Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more.' A 'Create Account' button is at the bottom right of the section and is circled in blue.

- 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. ****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

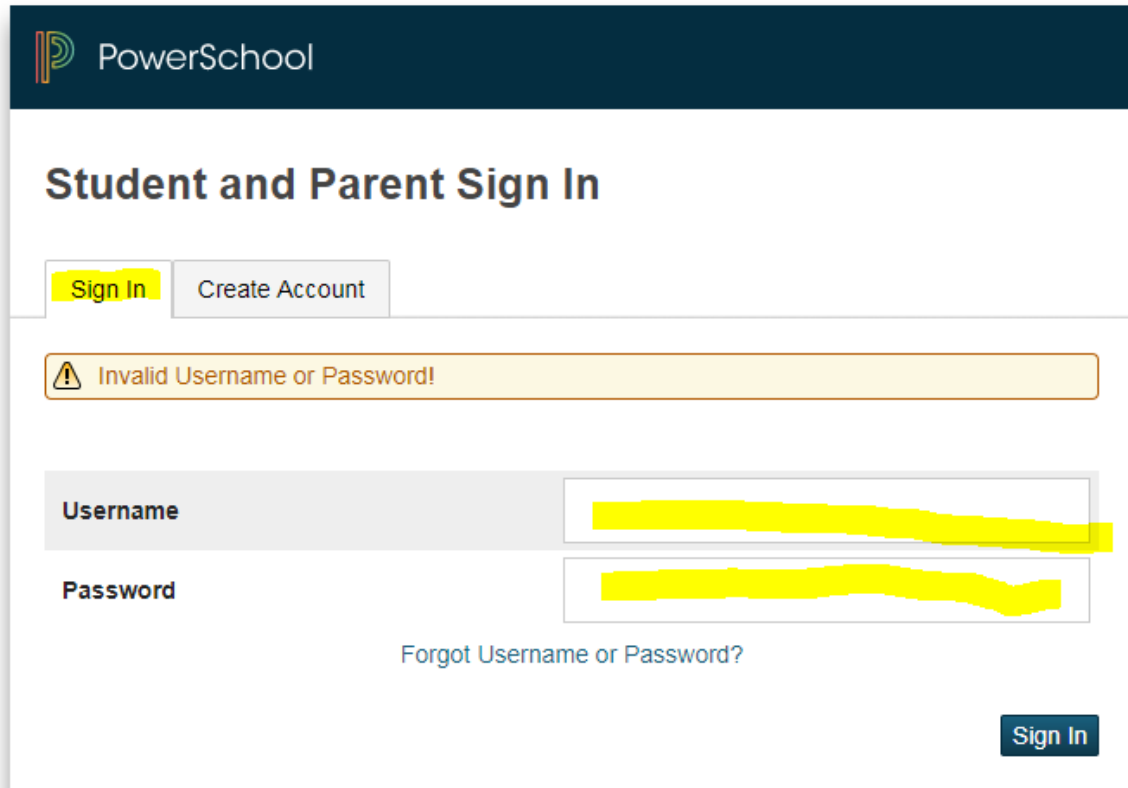
1

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.

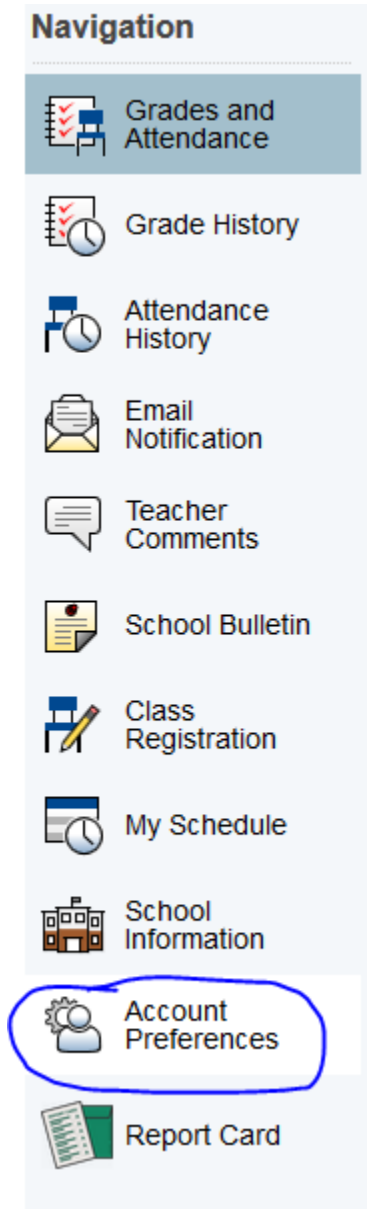


The screenshot shows the PowerSchool login interface. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" (highlighted in yellow) and "Create Account". A yellow error message box with a warning icon says "Invalid Username or Password!". Below this are two input fields: "Username" and "Password", both of which are redacted with yellow bars. A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is in the bottom right corner.

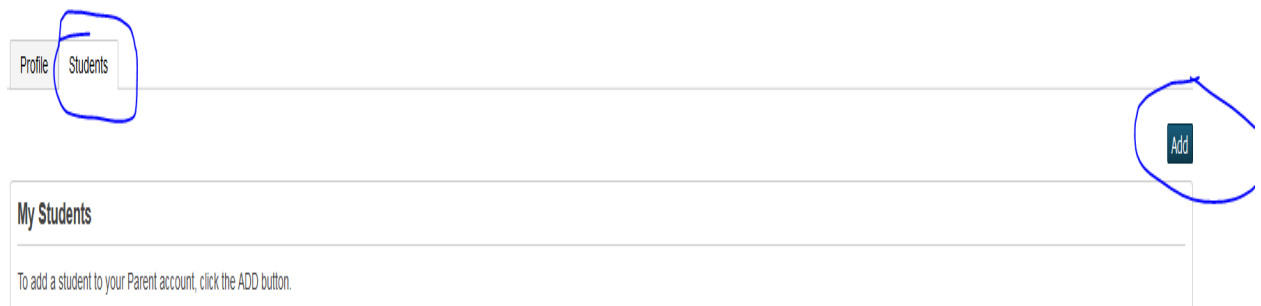
As always, please contact the high school main office, the elementary school main office or the district office if you need assistance and we will be glad to help you. Thank you for your continued support of Muncy School District's digital initiatives.

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.

Add Student [X]

Student Access Information

Student Name [Redacted]

Access ID [Redacted]

Access Password [Redacted]

Relationship -- Choose [Redacted]

Cancel OK