

# Dexter Community Schools – Single Sign on Parent Guide 2019-2020

Dear Parents,

Please read this important information so you can access your students PowerSchool information. During the summer we are upgrading to the newest version of PowerSchool so parents/guardians will now have the ability to create an account that will allow you to access all your students from a SINGLE LOGIN. You will also be able to create your own User Names and Passwords.

You will need to go to the PowerSchool login page:  
<https://ps.dexterschools.org> or click onto the PowerSchool link on the schools website. You will see the following screen:

The screenshot shows two main sections: 'Login' and 'Create an Account'. The 'Login' section has fields for 'User Name' and 'Password', a 'Submit' button, and a link for 'Having trouble logging in?'. The 'Create an Account' section has a 'Create Account' button. An arrow points from the 'Create Account' button to the first step instruction.

1. Click the Create Account button

The screenshot shows the 'Create Parent/Guardian Account' form. The 'Link Students to Account' section contains a table with the following data:

Student Name	Access ID	Access Password	Relationship
1. Alex Toll	2664	****	Father, natural/adoptive
2.			-- Choose
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			-- Choose

2. The screen below will appear

This is where you will setup access to ALL your students.

- Enter an E-Mail address – Note: The e-mail address MUST be unique. If Parent/Guardians share the same e-mail address, you should only set up one parent access account.
- User Name (No apostrophe's and do not use any email address).
- Password (No apostrophe's and it must be at least six characters)
- Enter the Name of each Student you

wish to associate with.

- Enter the Access ID and Access Password for each student. **\*\*Attached Letter\*\***

•• Select the relationship you are to the student.

3. Click Enter when you have completed this link to all of your students.
4. Assuming you are successful, you will receive this message.

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

**Login**

User Name

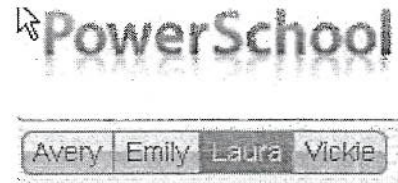
Password

Having trouble logging in?

If Parent/Guardians share the same account, ONLY ONE Parent/Guardian may access the account at a time.

**Do not set your browser to save passwords to this site. It will cause your password to appear not to work!**

After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your student family members.



- Select the appropriate name to change the page to that student's information.

## What if you forget your login information?

On the login page click on Having Trouble Logging in?

### If you forgot your Password:

- Fill in your User Name
- Fill in your E-Mail Address
- Hit Enter

The system will authenticate your information and send you a Security Token with instructions on how to re-set your Password to the E-Mail address listed.

**It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to re-set the Password in that allotted time, you will need to repeat the process.**

### If you forgot your User Name:

- Click on the Forgot User Name tab
- Enter your E-Mail Address
- Hit Enter

The system will authenticate your information and send you an E-Mail listing your User Name.

**Login**

User Name

Password

Having trouble logging in?

Submit

Recover Account Login Information

To recover your account login information, provide the information below.

Forgot Password? Forgot User Name?

User Name

Email Address

Enter